

Canada Summer Jobs - Job posting

ARTS RÉSEAU
NETWORK DES ARTS
OTTAWA D'OTTAWA

Job Title: Membership and Administration Intern

Hourly Wage Rate: \$18

Number of Weeks: 16

Number of Hours per Week: 35

The bilingual Membership and Administration Intern will be supervised by the Executive Director and will work closely with the Marketing and Development Manager as well as the Administrative Coordinator to support a variety of membership and outreach functions of the organization.

The Intern will learn, develop, and implement practical skills by supporting stewardship of members, donors and stakeholders. There will be opportunities for the Intern to identify the Arts Network Ottawa initiatives that align with their career goals. Duties may include:

- Use and administration of Member365's cloud-based Customer Relationship Management software.
- Preparation of membership correspondence and mailings
- Updating and management of the filing and archiving systems
- Researching potential new benefits for our affinity program
- Assisting with monthly membership programming; fundraising and other event logistics
- Developing content for the website and biweekly electronic newsletters;
- Working with Asana, Figma, Excel spreadsheets or Word documents in planning and organizing for our member activities.

As a contributing team member, the Intern will work collaboratively, providing opportunities for knowledge exchange and understanding of best-practices within an arts-service and non-profit organization.

Qualifications:

- Candidate meets criteria for Canada Summer Jobs
- Ability to communicate in English and French
- A passion for the arts
- Computer skills including Microsoft Office Suite and/or project-management platforms
- The successful candidate will have experience dealing with the public, verbal and written communication skills; interpersonal skills and the ability to demonstrate sound judgment
- Ability to prioritize and execute multiple tasks to timely and effective completion
- Ability to work remotely, including access to internet. A laptop may be provided for the intern's use for the duration of the internship.

Closing date: May 16, 2022

How to apply

Send us your resume by email. Cover letters are encouraged but not required:

info@artsnetottawa.ca

ABOUT US:

Arts Network Ottawa knows how the arts build strong communities. Since 1987, we have collaborated with communities to promote the creative, social and economic benefits of local arts. We provide an informed voice for a bilingual network of artists, cultural workers and arts organizations across the Ottawa region. As an arts service organization, we offer connections to opportunities, resources, programs and partnerships that advance careers and the sustainability of Ottawa's arts community.

Arts Network Ottawa is an equal opportunity employer located in Shenkman Arts Centre. Our work is guided by these principles: equity, respect for artists, integrity, inclusiveness, engagement and collaboration. Arts Network Ottawa prioritizes applications from members of equity-seeking and underrepresented groups, including those who self identify as: deaf, applicants with disabilities, new immigrants and refugees, First Nations, Inuit, Métis, LGBTQ+, Black, and people of colour.

We thank all applicants for their interest. Due to the high volume of applications, we will only contact those whom we wish to interview. Please be rest assured that your application will be reviewed thoroughly and carefully.

Arts Network Ottawa thanks the Federal Government of Canada for funding received through the Canada Summer Jobs program for this internship.