

Canada Summer Jobs - Job posting

ARTS RÉSEAU
NETWORK DES ARTS
OTTAWA D'OTTAWA

Job Title: Marketing and Development Intern

Hourly Wage Rate: \$18.00

Number of Weeks: 16

Number of Hours per Week: 35

The bilingual Marketing and Development Intern will be supervised by the Marketing and Development Manager and will work closely with the Program Manager as well as the Marketing and Development Coordinator to support the new marketing and development plans of the organization.

The Intern will learn, develop, and implement practical skills through stakeholder engagement and marketing campaign delivery. There will be opportunities for the Intern to identify the Arts Network Ottawa initiatives that align with their career goals, supporting tasks and developing skills in campaign project management, fundraising, sponsorship, and communications.

Duties may include:

- Support to fundraising and sponsorship by suggesting and developing various cases for supports, including Ottawa Arts Mentorship Program; Creative Continuum Conference; Membership Initiatives; Articipate Endowment Fund
- Prepare and/or revise Project Outline documents for internal tracking of projects;
- Assist with graphic design, social media, and marketing tasks in both official languages.
- Sponsorship engagement and stewardship for the Creative Continuum Conference,
- annual solicitation of Arts Network donors, annual solicitation of ARTicipate Endowment Fund donors
- Use of Arts Network Ottawa's cloud-based Member365 database and other online tools are required.

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
- Strong computer skills including Microsoft Office Suite and/or project-management platforms and familiarity with web platforms (ie: Wix, Wordpress)
- Ability to evaluate, assess impact, and use website analytics
- Ability to create and design campaigns for social media, with little to no assistance
- 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.
- Assets would include proficiency in: Figma, Asana, Adobe Illustrator/InDesign

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 d 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 s 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.