



SUMMER PROGRAMS ASSISTANT

Details:

Start Date:	May 24, 2021	Hours:	24 hours/week
End Date:	September 3, 2021	Wage:	\$12.00/hour
Duration:	15 Weeks	Number of Positions Available:	2

Responsibilities:

Reporting to and under the supervision of the Executive Directors, the Summer Programs Assistant is responsible for assisting the Executive Directors with the day-to-day operations and all programs and events related to the Station Arts Centre. This position runs for 15 weeks, with a 24 hour work week which could consist of 3 - 8 hour work days or 4 - 6 hour work days (this may vary from week to week and will require some Saturdays).

Duties will include but are not limited to:

- Assisting the Executive Directors with planning, organizing and carrying out all experiences, events and programs both in-person and virtual (ticket sales, marketing, set up, etc)
- Running a few small programs without assistance of the Executive Directors
- Facilitating tours of the art gallery and mini-museum
- Organizing and maintaining online databases
- Customer service
- Maintaining the station garden
- Communicating with and coordinating Station volunteers
- Preparing for future initiatives
- Performing daily duties such as answering emails, cash outs, etc.
- Data entry

Qualifications, Skills and Abilities:

- Client service (ability to interact tactfully and courteously with patrons)
- Digital skills are an asset
- Understanding all social media platforms (facebook, instagram, youtube, etc.)
- Familiar with platforms and technologies such as google, apple
- Attention to detail is key
- Able to work as a team as well as an individual
- Excellent communication skills and time management

Deadline:

Cover letter, resume and two references can be submitted via email to operationsdirector@stationarts.com. *In person resumes or incomplete resumes will not be accepted.* Only those who have been selected for an interview will be contacted on May 4. Interviews to take place via zoom on May 6 and 7. Submission Deadline is **MAY 3, 2021 at 11:59PM CST.**

Contact:

Josie LaChance, Director of Operations
operationsdirector@stationarts.com