



Job Posting - Program Assistant, County Arts (PEC Arts Council)

It's been an exciting year of expansion at County Arts, and we are delighted to announce that we are seeking a Program Assistant to join our small but mighty team. This is a part-time, 15-week contract with the possibility of adding more hours and extending the timeline depending on funding availability and performance. The Program Assistant will report directly to the Program and Communications Manager, and also work closely with the Executive Director.

Contract period - September 12 - December 23, 2022

Pay rate - \$20/hr

Location - The Program Assistant must be available to be onsite at the County Arts Lab and County Arts office (both located in the Picton Armoury) and at event locations throughout Prince Edward County, when required.

Hours - 20 hrs/week. Hours should take place on weekdays to facilitate communication with other team members, but specific days/times are flexible. Some weekend and evening hours required, and the applicant must be available on November 9th-13th 2022 for [The Maker's Hand](#) event.

Application deadline: August 28, 2022 at 11:59 PM

How to Apply: Please send C.V. and cover letter to Andrea Dawes: programs@countyarts.ca

I. RESPONSIBILITIES

PROGRAMS

Assisting with the delivery of [County Arts Lab](#) programming and presentation of [signature events](#) (Art in the County, The Maker's Hand, PEC Studio Tour).

1. County Arts Lab Programming

-Assist Instructors, Facilitators, Volunteers, and Participants during County Arts Lab programming as needed (some weekend and evening hours required)

- Prepare and issue facilitator contracts
- Purchase art supplies and ensure supplies are in place; ensure Lab equipment and material are in good working order; ensure Lab is set up for specific programming
- Prepare content for and oversee registration portal
- Develop, disseminate, and report on participant feedback surveys
- Oversee Lab rental calendar; prepare and issue rental agreements; liaise with and support renters as needed

2. Signature Event support

- Be on site during and assist with logistics of signature events, including The Maker's Hand (taking place November 11-13, 2022)
- Assist with recruiting volunteers for events and oversee organization of volunteer training session(s)
- Communicate with event participants, volunteers, and other stakeholders before, during, and after events as needed
- Take photos at/document events

3. Membership Program

- Respond to inquiries from current and potential members
- Maintain membership database (Keela CRM)
- Assist members with creating Artist Profiles (Wordpress)
- Prepare and/or participate in the creation of monthly Member Newsletter

COMMUNICATIONS

Building audience awareness by promoting key programs and events described above.

1. Social Media

- Prepare and/or participate in the creation of social media posts (Facebook and Instagram)
- Monitor and engage with followers and members through social media accounts
- Promote members, local artists, and arts events

2. Website and E-newsletter

- Identify and prepare content for Artscene E-Newsletter and What's ON event listing
- Update program pages as needed (e.g. County Arts Lab class page, County Arts Lab calendar)

3. Other

- Prepare and/or participate in the preparation of fund development proposals, solicitations, grant applications, and progress report(s) as required
- Prepare and/or participate in the preparation of press releases, marketing materials, ads, event reports, and other collateral

-Support County Arts staff with other communications tasks as needed

II. QUALIFICATIONS

Education / Experience Requirements:

- University Degree or College Diploma, or equivalent work experience in arts administration, communications, customer service, and/or event/project management

The ideal candidates will have the following skills/knowledge/abilities:

- Excellent interpersonal skills (communication, conflict management, empathy, listening, negotiation, team player, positive attitude); ability to work well with and support staff, volunteers, donors, and County Arts members
- Excellent problem solving and organizational skills
- High degree of attention to detail
- Excellent written and verbal English communication skills
- Knowledge of Prince Edward County arts community
- Proficiency in writing content for websites, newsletters, media releases, and brochures
- Ability to use and proficiency in online platforms, such as Mailchimp, Wordpress, Google Drive, Canva, CRM (Customer Relationship Management) software, etc.
- Proficiency with preparing content for, and posting/engaging on social media platforms
- Experience stewarding membership and/or donor programs
- Ability to conduct surveys and analyze results
- Ability to work independently
- Ability to prioritize and execute multiple tasks to timely and effective completion
- Ability to adhere to deadlines and budgets

N.B. The successful candidate must be at least 18 years old, be authorized to work in Canada, and will require a clear police check.

Equity statement – County Arts is an equal opportunity employer, and is committed to fostering a culture of equity, diversity, and inclusivity. We value individuals who express and reflect our diverse stories, histories, communities, cultures and artistic practices. We especially encourage applications from individuals who self-identify as belonging to equity-seeking and underrepresented groups, including people of colour, Indigenous people, LGBTQ2S+ people, and people with disabilities. Accommodations for applicants with disabilities are available upon request. Click to read our full [Inclusivity, Diversity and Equity policy](#).