



FINEARTSOCIETY

Job Title: Office and Marketing Assistant - Summer Student

Wage: \$13.00/hour

Application deadline: May 30, 2018

Apply with a one-page cover letter and a current resume and e-mail to sfas@sookefinearts.com (Indicate "Office and Marketing Assistant - Summer Student" in the subject window).

Location:

Sooke Fine Arts Society
SEAPARC Leisure Centre
2168 Phillips Rd
Sooke, BC V9Z 0Y3

Duration: July 4 - August 10 (6 weeks)

Number of Hours per Week: 35

Tasks and Responsibilities:

The Office and Marketing Assistant will provide administrative support to the office staff and volunteer team leaders in managing the daily administration of the Sooke Fine Arts Show:

Key Responsibilities:

- process information accurately and effectively, such as input into the artist/sponsor management database program
- respond to telephone and e-mail enquiries
- help to coordinate art intake for the show
- use a POS machine to take artist payments and for ticket sales, etc.
- help to prepare a variety of correspondence to artists/sponsors/donors/advertisers, etc.
- check and compare lists of data
- send out show invitations and tickets
- help to proof the show catalogue prior to printing
- relieve volunteers during the show in a variety of duties if required

- use existing templates to produce informative signage for the gallery i.e. for art intake, daily events, artist demonstrations, lectures and live music
- create digital posters and website event listings publicizing daily events
- assist team leaders with marketing and signage for special events during the show including Seniors' Teas, Artz4Kidz and Artz4Youth
- manage post-show correspondence such as thank you cards to donors and sponsors, mailing artist remuneration, etc.
- transcribe and collate show survey responses
- assist with take-down of the show, and inventorying of infrastructure, if required

Eligible applicants must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- legally entitled to work according to the relevant provincial / territorial legislation and regulations