

Arts Program/Facility Coordinator

Part-time, Contract Position

\$20/hour

Job Description

The Township of Nipigon requires an **Arts Program/Facility Coordinator**. The coordinator will be responsible for the development, organization and implementation of arts programs, as well as managing the Edge Arts Studio & Gallery in accordance with the Edge Arts Business Plan. Responsibilities include but are not limited to: applying for grants, scheduling of Studio/Gallery use, engaging community members, working with the Edge Arts Committee, planning and promotion of programming and events, coordinating building of website, establishing social media pages, and maintaining website and social media accounts.

Requirements and Qualifications

Post-secondary degree or diploma in the fine arts or a related field is preferred. Must be able to work independently, and within a group setting. Knowledge of computers and software such as Microsoft Office Suite, Photoshop Suite, and Publisher is an asset. Special training or experience in social network marketing (Instagram, Facebook, Twitter) and/or event planning is also an asset. Excellent written/oral communication skills are required. Applicant must possess a valid driver's licence, and be available evenings and weekends as required. Experience working with youth and volunteers is an asset. Must be willing to obtain vulnerable sector security check and food safety certification.

This is a part-time contract (up to 30 hours per week), non-union position commencing immediately, ending August 2020. Please forward resume and cover letter to cdo@nipigon.net or drop off at 52 Front St. to the attention of Suzanne Kukko, Community Development Officer. Deadline to apply is August 30th, 2019 by noon. We thank everyone who applies, however only applicants considered for an interview will be contacted.

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