



INTERNSHIP: CANADA SUMMER JOBS

Digital Media & Design Assistant

We're looking for a Digital Media & Design Assistant - Intern and we're hoping that person is you! Now is an exciting time for an internship with our dynamic company!

About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. Now in our 60th season, the Arts Club offers the best in professional theatre and has staged over 630 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the x̱məθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.

- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

JOB SUMMARY

The Digital Media & Design Assistant is a dynamic, talented, and motivated individual with a flair and passion for digital storytelling. This individual will assist the Marketing & Communications department with social media and graphic design projects, as well as contribute as needed to outreach activations and events.

The Assistant will play an essential role in developing, coordinating, and executing digital and graphic content that increases patron engagement and supports the organization's mission.

The role will report to the Associate Director of Communications and the Marketing Manager.

DUTIES AND RESPONSIBILITIES

- Assist with the planning, filming, and editing of short-form video and other content for the Arts Club's Instagram, Facebook, YouTube, and Twitter accounts and website, which may include interviewing artists and patrons, creating reels, stories, running takeovers, and trailers.
- Assist in the design and production of print and outdoor advertising, signage, website graphics, social media, and email marketing materials.
- Assist in the marketing of campaigns and online events.
- Assist in the planning and operation of special events such as season launch.
- Participate in weekly marketing meetings.

SKILLS AND COMPETENCIES

- A multi-tasker and problem-solver with the ability to prioritize assignments in a fast-paced environment.
- Exceptional attention to detail and deadlines.
- Excellent interpersonal, relationship-building, oral and written communication skills.
- An intuitive sense of creative content suited for various social media platforms.
- High attention to detail, strong visual and design sense, and ability to work within an established brand.
- Excellent time management, planning, and organizational skills.

- Self-directed and a team player.
- Knowledge and understanding of how to develop and implement marketing strategies.
- Ability to handle multiple projects and deadlines.
- Graphic design and video editing experience including fluency with Adobe Creative Suite (including InDesign, Illustrator, Photoshop), Premiere, and Canva.
- Proficiency in Microsoft Office and social media platforms.
- A passion for the performing arts, especially in theatre, is an asset.
- Experience working with artists and designers is preferable, but not required.

QUALIFICATIONS

As a recipient of the Canada Summer Jobs Internship Program, you must meet the following criteria:

- You are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under *the Immigration and Refugee Protection Act*.
- You are legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations.
- You are between 15 and 30 years of age (inclusive) at the start of employment.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

ADDITIONAL DETAILS

Salary: \$18.50 per hour*

**Contingent on funding*

Duration: 8 weeks, starting on June 03, 2024.

Employment Type: Internship Full-time (35 hrs. per week)

Schedule details: 10 am – 5 pm (Monday to Friday). Some evenings/weekends may be required.

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: Digital Media & Design Assistant - Intern – Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

Application Deadline: May 12, 2024

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".