



ArtStarts is hiring!



ORGANIZATION <u>ArtStarts in Schools</u>	POSITION Communications and Events Assistant, 35 hrs/week for 16 weeks (Position pending confirmation of funding)	
APPLICATION DEADLINE April 25, 2021	START DATE May 10, 2021	CONTACT Elysse Cloma

ABOUT ARTSTARTS

ArtStarts is a charitable, not-for-profit organization, dedicated to promoting art and creativity in young people's lives. We focus on creating meaningful change where young people benefit most equitably and directly – in their schools and classrooms. By providing young people with access to arts-based learning experiences, we develop a generation that values the creative, collaborative and innovative skills necessary to thrive in the 21st century. You can read more about our mission, vision, and guiding principles here: <https://artstarts.com/about>

COMMITMENT TO ANTI-OPPRESSION

As an arts organization aimed at working with young people, we have an important role to play in advancing and strengthening the values of justice, equity, diversity and inclusion. As part of this active learning journey, we are taking a magnifying lens to our core programs and also taking a birds-eye view of ArtStarts as a whole and identifying how we can apply an equity and decolonization lens to our work. Social justice issues are no longer the responsibility of activist organizations, but instead a moral responsibility for all of us as human beings. Social justice through the arts is a powerful approach and now an integrated part of our work towards mission impact.

ABOUT THE TEAM

Our current staff team is made up of 8 full-time and 1 part-time employees. We are all committed to our own anti-oppression learning journey and focused on finding ways to embody our commitment to equity and decolonization both internally and externally at ArtStarts.

Staff are currently working remotely from home with the option of working from the office on a rotating schedule. When it is safe to do so, we expect to return to working from our office in downtown Vancouver. Accessibility details of our space are noted here: <https://artstarts.com/gallery>.

OUR ORGANIZATION CULTURE

At ArtStarts, our culture is rooted in shared values and shared purpose. We align first and foremost around our mission and vision. We work towards shared goals that drive mission impact. Our work is not just about keeping our organization afloat, it is about making our mission happen.



JOB DESCRIPTION

ArtStarts in Schools is seeking a Communications & Events Assistant to join our team for a 16-week contract. This is a temporary full-time position (35 hours/week), available pending funding, starting May 10, 2021 and ending on August 27, 2021.

This position will report to the Communications Manager to implement communications and marketing activities, play an active role in planning and promoting online events, as well as captioning online video content for weekly family programming on as needed basis.

Responsibilities

The Communications and Events Assistant will work directly with the Communications Manager, Program Manager and Gallery Coordinator to support ArtStarts' virtual programming and events, and fundraising initiatives. Responsibilities will include:

Events & Programs

- Supporting planning and preparation of online and/or in-person event, including promotion, logistics and tech support, and volunteer coordination
- Supporting the creation of captioned video content for weekly family programming and other online events

Communications

- Assisting with various programs and projects, including the creation of flyers, posters, e-newsletters, and social media content to promote programs and initiatives
- Assisting the Communications Manager with social media management, e-newsletter, and updating content on artstarts.com, while ensuring that all content and materials prioritize best practices for web accessibility, including: descriptive links, image descriptions, alternative text, capitalizing hashtags, and video captioning

Donor Engagement

- Assisting with the execution of the donor communications plan through the creation of donor stewardship assets (emails, donor acknowledgment, seasonal communications, etc.)

Qualifications

The ideal candidate is a student with an interest in education, young people, and the arts sector. We are looking for individuals that are:

- Interested in getting involved in BC's arts and cultural community, the nonprofit sector, marketing, communications, and event planning
- Friendly, professional, and proactive
- Willing to learn and grow
- Excellent verbal and written communication
- Experience with Google Workspace (Google Drive, Docs, Sheets)
- Experience with Adobe Creative Suite is an asset
- Video creation and editing experience an asset
- Experience with digital marketing a strong asset



- Experience creating accessible online content a strong asset

This position is pending funding by the Young Canada Works Summer Jobs grant.

Applicants are eligible to apply if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to full-time studies in the semester following the YCW work assignment.

HOW TO APPLY

Please email your most recent CV, proof of enrollment in studies, and a one-page cover letter detailing your interest in the position to Elysse Cloma, Communications Manager, team@artstarts.com.

Applications will be reviewed as they are received, so apply early and no later than 11:59 PM on **April 25, 2021**.

We acknowledge that we carry out our work on the lands of Indigenous nations throughout colonial British Columbia. Our office and the ArtStarts Gallery are located on the unceded, ancestral, and traditional territory of the $x^w m \theta k^w \text{ə} y \text{ə} m$ (Musqueam), $S_k w x y \acute{u} 7$ mesh (Squamish), and $S \text{e} l \acute{i} l w i t u l h$ (Tsleil-Waututh) peoples.