

## **New Brunswick Arts Board (artsnb) Student Intern Position**

**DATES:** June 11 to August 3, 2018 (8 weeks)

**LOCATION:** Fredericton

**SALARY:** \$15 per hour, 36.25 hours per week (8:30am to 4:30pm Mon. to Fri.)

**DEADLINE TO APPLY:** May 16, 2018

**artsnb** is ready to hire a friendly, enthusiastic student with a strong interest in the arts and culture of New Brunswick. The ideal candidate will be technically inclined (graphic & web design), comfortable with promotion through social media, and have outstanding organizational and interpersonal skills.

### **DUTIES**

The Student Intern reports to the Executive Director of **artsnb**. Duties include:

- assist the Indigenous Program Coordinator on a media production project (music & video);
- assist staff on the design and development of the annual report;
- helping to promote events through the web site and social media; and
- other related duties as assigned by the Executive Director.

### **REQUIREMENTS**

- Knowledge and experience in graphic design and web development;
- proficiency in social media and web technology for information, promotion and marketing purposes;
- experience with project management and in media production would be an asset;
- good understanding of—as well as a passion for—arts and culture in New Brunswick;
- proficiency in Microsoft Office suite;
- ability to work independently and within a small, integrated team;
- good organizational, interpersonal, and time management skills;
- outstanding written and verbal communication skills;
- ability to communicate in both official languages would be an asset.

### **ELIGIBILITY**

To be eligible for the Canada Summer Jobs Internship, students must:

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

If interested, **please send your resume and cover letter to the Operations Manager, Tilly Jackson, at [tjackson@artsnb.ca](mailto:tjackson@artsnb.ca) by May 16, 2018.** We thank all of those interested in the position, however, only those selected for an interview will be contacted.

*\*artsnb is an equal opportunity employer.*