

New Brunswick Arts Board (artsnb) Student Intern Position - Research Assistant

DATES: June 6 to July 29, 2022 (8 weeks)

LOCATION: Office space is available in our Fredericton office, but remote work is also possible.

SALARY: \$16 per hour, 36.25 hours per week (8:30am to 4:30pm Mon. to Fri.)

DEADLINE TO APPLY: Friday, May 20th, 2022

artsnb is ready to hire a student intern with strong research skills and a keen interest in the arts and culture of New Brunswick. The ideal candidate will be passionate about diversity, inclusion and equity in the arts sector, and will have an interest in developing guidelines and policy, experience with business writing, and outstanding organizational and interpersonal skills.

DUTIES

The Student Intern will report to one of our Program Officers. Duties include:

- Conduct research on best practices for equity policies in public arts boards, working closely with our Program Officer;
- help to compile a comprehensive safer spaces policy, which may involve organizing focus groups;
- assist with updating Accessibility programs to better support artists with disabilities;
- assist in updating the funding program juror lists to ensure proper representation by equity-seeking groups (BIPOC, 2LGBTQIA+, disabled artists) on future juries;
- other general administration duties that may be related to this equity research project.

REQUIREMENTS

- knowledge and experience working on diversity, inclusion, and equity issues;
- experience with research;
- experience with policy development and/or community organizing would be an asset;
- good understanding of—as well as a passion for—arts and culture in New Brunswick;
- proficiency in Microsoft Office suite and familiarity with Zoom and videoconferencing;
- 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.

To be eligible, the applicant must:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

If interested, **please send your resume and cover letter to Tilly Jackson at tjackson@artsnb.ca by Friday May 20th.** We thank all of those interested in the position, however, only those selected for an interview will be contacted.

**artsnb encourages applications from individuals from equity-seeking groups (BIPOC, 2LGBTQIA+, disabled artists)*