



South Simcoe Arts Council

Office Location

41 Victoria Street East
Alliston, Ontario L9R 1T7

705.435.2378

Mailing Address:

Box 313
Alliston ON L9R 1V6

www.southsimcoeartscouncil.com
info@southsimcoeartscouncil.com



YOU can help!
Charitable #
839954559RR0001

*Cash, Cheques, Visa & Mastercard
accepted*

*Please make cheques payable to:
South Simcoe Arts Council*

Membership, Event & Outreach Intern

Made possible by Canada Summer Jobs

The South Simcoe Arts Council is prepared to train a high school student dedicated to providing an outstanding and professional level of customer service to our members, the public, community groups, and other government agencies and partners.

Qualifications:

Secondary Education, equivalent experience with an interest/experience in Accounting / Commerce.
Team player who is open to new and imaginative approaches to work related issues.
Superior organizational and time management skills
Superior oral and written communication skills
High degree of initiative and resourcefulness
Proficiency in software programs compatible with Mac computers
Ability to handle private and confidential information with diplomacy and tact
Flexibility to work limited evenings and weekends
Valid driver's license

Responsibilities:

Reports to the Executive Director, and works closely with other team members and volunteers to promote our vision of "Arts for All".

Primary focus of this position will be a learning experience for future employment opportunities; to learn and assist with the sales process, to coordinate and maintain the South Simcoe Arts Council Membership Directory; learn Ciniki software process used in e-blast communication with the membership, to share social media processes in communicating with the Membership and Community, filing, data entry, to facilitate our Events and Programs of "Arts for All".

Start Date: June 30, 2017 8 weeks Wage rate: \$11.40 hour 35 hours per week

The South Simcoe Arts Council, P.O. Box 313, Alliston, ON L9R 1V6

Email: info@southsimcoeartscouncil.com

We thank all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.

The South Simcoe Arts Council is an equal opportunity Employer