

**COMMUNICATIONS ASSISTANT | JOB CALL****APPLICATION DEADLINE: Monday May 31st, 2021**

Digital Arts Resource Centre is seeking an enthusiastic individual to join our staff team as our Communications Assistant. The Communications Assistant will shadow our Engagement and Mobilization Manager and work closely with our entire programming team on virtual programming and web activities at the centre. These will include virtual exhibitions, artist talks, educational opportunities, publications and more. The Communications Assistant will focus on web accessibility and basic web development projects to enhance our online accessibility standards. The Communications Assistant will also provide support for virtual programming and have opportunities to work on content development, photo/video editing and graphic design work. The Communications Assistant will also assist with the planning and preparation for eventual resumption of in person programming and services hopefully in the fall of 2021. An interest in media art and experience with web development/design and graphic design is considered a strong asset.

As determined by Canada Summer Jobs applicants must meet the following criteria:

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

**QUALIFICATIONS**

- Organized, detail oriented and ability to work independently;
- Strong interpersonal communication skills; strong written communication skills; experience with copy editing considered an asset;
- Basic experience editing video content and photographs is considered an asset and or a strong interest in learning these skills; experience using video editing software considered an asset;
- Experience with Adobe Creative Cloud suite, Google Office suite, social media platforms (Facebook, Instagram, Twitter, Twitch);
- Experience with web development specifically experience using Wordpress considered a strong asset.

**COMPENSATION**

Contract: 280 hours total (flexible hours available, to be negotiated)

Rate of Pay: \$16/hr

Benefits: Comped DARC workshops during employment contract

The Communications Assistant will fulfill their duties offsite as all DARC staff are working from home. This position will be a work from home contract for the full duration. Occasional after hours, weekend and offsite attendance will be required as necessary for programming events. DARC strongly encourages women and gender diverse people interested in STEAM (Science, Technology, Engineering, Arts and Mathematics) to apply for this position.

Digital Arts Resource Centre is an intersectional feminist organization and employer that is eager and active in breaking down barriers for our community through our programs and resources. We respect everyone who works here, volunteers here or visits here and treat them with the thoughtfulness and kindness akin to how we treat our friends. We respect our physical spaces as we would our own home or other cherished space(s). DARC's working culture prioritizes joy, self-determination, pragmatism, reflection, flexibility, accountability to the organization and accountability to each other.

**HOW TO APPLY**

To apply, please submit a PDF of your cover letter and CV by email to Jenna Spencer, Chief of Staff, at [operations@digitalartsresourcecentre.ca](mailto:operations@digitalartsresourcecentre.ca). **Application deadline is May 31st, 2021 with anticipated interview dates June 7th-11th.**