

Student Summer Job Posting
Communications Assistant
Faculty of Arts

Term: May – August, 2010, 35 hours a week (*This is a STEP student position, requiring a student returning to school in the fall*)

Salary: \$16/hr an hour

Faculty description: The largest and newest faculty at the UofC, the Faculty of Arts is the home to a diverse range of scholarship, learning and research from artistic inquiry to the laboratory to field work in areas which have cultural, historical, philosophical, social, economic, and political significance. Faculty of Arts disciplinary and inter-disciplinary scholarship and teaching form the foundational core of traditional university education and are intrinsically valuable to individuals and societies as a mechanism for creating new meaning and understanding of past and future events and circumstances. As such, the Faculty of Arts plays a critical role in defining the University as an institution that leads societal progress and the development of new ideas.

The objective of the Faculty of Arts communications team is to increase the profile and prominence of the Faculty of Arts, its research, teaching and learning, among key internal and external audiences locally, nationally and internationally. The Communications Assistant will assist the team with marketing and communications for performances, visiting artists and workshops connected with the departments of Art, Dance, Drama and Music, as well as with other communication projects across the Faculty of Arts.

Job duties: Assisting the Faculty of Arts communications team with various marketing and communications projects including:

- Subscription campaign implementation, database renewal, ticket processing and community outreach related to the programs of Art, Dance, Drama and Music
- Writing articles about students and alumni
- Writing for and updating websites related to the Faculty of Arts
- Other duties as assigned

Related skills/experience:

- Arts administration, communication and customer service experience would be a valuable asset
- Experience in database management an asset
- Well-developed communication skills with emphasis on organization
- Ability to multi-task and work independently
- Excellent written and verbal communication skills with a high degree of accuracy and attention to detail
- Strong computer skills in Microsoft Office and an ability to learn new database programs required
- Knowledge of basic graphic design, experience with Adobe Acrobat, InDesign, Photoshop and database systems an asset
- Previous administration experience and knowledge of communications, media relations or theatre administration an asset

Skills and/or training to be gained/developed by the employee:

Knowledge of marketing and communications practices. Writing and editing skills will be enhanced. Patron services best practices will be explored and implemented. Experience and training on software.

Please apply with cover letter and resume by April 9, 2010 to:

JoAnn Reynolds

Communications Manager

Faculty of Fine Arts

E-mail: joann.reynolds@ucalgary.ca