

PAID INTERNSHIP: Administrative Assistant (Canada Summer Jobs Employment Position - Must be a returning student)

Deadline: Monday, June 27, 2015 @ 5 PM

The Mountain Standard Time Performative Art Festival Society (M:ST) ensures that performative art practices are recognized and sustained in the Southern Alberta region. M:ST fosters innovation and collaboration among local, national and international artistic communities. M:ST programming is a significant incubator for new, emerging, and experimental practices in contemporary art. By providing professional opportunities for artists to exhibit and perform their work, M:ST ensures the sustained health and growth of this field as well as the artists and practices within it.

**JOB DESCRIPTION:** The Administrative Assistant will assist the Administrative Director in the following capacities:

- Digitizing and sorting documents related to the operations of the festival
- Updating content on our website, social media and related online presence of the festival
- Conduct an in-depth evaluation of our festival's previous engagement strategies and prepare a summary report.
- Research engagement practices and membership policies of other artist-run centres and festivals, locally, nationally and internationally.
- Under the guidance of the Administrative Director develop suggested policies based on aforementioned research.
- Assist with the dissemination of M:ST 8 Festival promotions material.

This role provides vital non-profit administration and events planning experience to students. Students looking to work within the arts community after graduation will gain invaluable on-the-job education through exposure to the artists, art work, and member organizations making up the structure of M:ST, as well as to the procedures and protocol used in the administration of a festival and non-profit arts organization.

**QUALIFICATIONS:** Applicants must have a minimum of two years in a Bachelors' Degree program in the Visual Arts, Arts Administration or Library Sciences, with a strong understanding of contemporary art, art history, and artist-run culture. You must be comfortable and confident working with artists and the public, and have a keen interest in bringing art to the people through arts education. You will exhibit excellent writing and speaking skills, research and organizational skills, the ability to work individually or as part of a team, a working knowledge of the Internet and electronic distribution networks, and basic knowledge of PC and Macintosh software. Technical skills and experience in video and image editing an asset. Applicant must be returning to their studies in the fall semester of 2016.

The full-time position is for approx. 35 hours per week for 8 weeks commencing July 4, 2016. The rate of pay is \$16 per hour. Applications must arrive by the

application deadline. This position is subject to the availability of funding and only successful applicants will be notified. M:ST is an equal opportunity employer.

Send application Cover Letter and Resume to: [info@mstfestival.org](mailto:info@mstfestival.org)