

POSSIBLE WORLDS CONTRACT POSITION: PROGRAMMING ASSISTANT

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Be a part of a space which is passionate about multidisciplinary approaches to creating culture, alternative art and music spaces, and expanding cultural dialogue in Ottawa and beyond. You'll be able to put your ideas into action, connect with artists and the public, and make an impact on Ottawa's burgeoning creative scene.

Job Description

Possible Worlds is seeking a Programming Assistant who will play a key role in the implementation of our mandate to offer an alternative space for arts experimentation, learning and gathering, as well as linking artists to the public. Working selected hours per week with the Co-Directors of the space, the position will focus on two main areas:

- Develop and deliver in-space and off-site programming in summer and fall 2017; and
- Research and identify new arts programming ideas and collaborations for 2017 and 2018.

Responsibilities could include:

- Develop and assist with ongoing programming, including graphic art and electronic/experimental music producer meetups, workshops and artist talks
- Assist with implementing a range of new programming initiatives, including workshops and residency program
- Research and identify new arts programming ideas for 2017 and 2018
- Track programming dates in a calendar system
- Coordinate presenter and promotional materials, such as requesting, writing and editing descriptions of activities, artist biographies, posters and photographs, for print or online
- Work occasional shifts in the shop in a customer-facing role
- Meet with Possible Worlds Co-Directors for weekly meetings and/or correspond over email
- Other projects as required.

Time Commitment

This paid position requires a time commitment of 5-8 hours a week for a paid 12-week contract, with the possibility of renewal. We may ask for a few extra hours during very busy times, which may include some weekends. The contract start date would begin in July 2017 and end in October 2017.

Key Qualifications and Skills

- Working towards OR holds an undergraduate or college degree in the arts, social sciences, education, communications, journalism or marketing
- Experience in coordinating and delivering arts and culture programming and/or event planning and production
- Proven creativity to develop innovative programming ideas, particularly in graphic art and electronic music
- Interest in contemporary art, culture and design, particularly visual art, graphic art, and/or electronic/experimental music.
- Active engagement with the art and/or music scenes in Ottawa-Gatineau. Engagement with art and/or music scenes in Canada and internationally is an asset.
- Active engagement with social media (i.e. Facebook, Instagram).
- Experience working with Microsoft Suite (Excel, Word). Experience in designing graphics for arts-focused groups and knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) are assets.
- Ability to handle multiple tasks and meet short deadlines.
- Excellent research, communication and customer service skills.
- Flexible and positive attitude, as well as a quick learner.
- Bilingual (English and French), or fluency in English and a second language, is an asset.

The candidate must be able to work independently, with a team, and remotely, as well as work some evenings and weekends. You should have access to your own computer and smartphone.

How to Apply

We welcome applications from candidates with diverse backgrounds.

Please email info@possibleworldsshop.com with your (1) resume and (2) a cover letter that details in 200 words or less:

- Why you are interested in applying to this position at Possible Worlds
- Relevant work or volunteer experience
- Web links to your portfolio, personal website or social media account
- Three references
- Your availability.

We thank everyone who applies; successful applicants will be contacted for an interview. Applications may also be kept on file for opportunities in fall/winter 2017. Depending on the candidate(s) selected, the Programming Assistant, Communications and Outreach Assistant and Shop Assistant could be merged into 1-2 positions.

Deadline for applications is Friday, June 16, 2017, 11:59 PM EST. Interviews for the position would ideally take place June 28-30, 2017, with a start date of early to mid July.