

POSSIBLE WORLDS CONTRACT POSITION: COMMUNICATIONS & OUTREACH 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 Communications and Outreach Assistant who will play a key role in helping to raise the visibility of Possible Worlds and expand artist and public participation in events, opportunities and projects, in Ottawa and beyond. Working selected hours per week with the Co-Directors of the space, the position will focus on three main areas:

- Community outreach and audience development
- Publicity
- Branding and graphic design

Responsibilities could include:

- Generate media coverage through writing, editing, circulating and follow-up of press releases, information packages, and other communications materials
- Generate copy, graphics and artwork for communications materials
- Create and deliver e-newsletter and e-mail promotional campaigns
- Create an inventory of media contacts and collaborators
- Research and assist with the implementation of creative marketing and publicity strategies and tools
- Research and assist with the implementation of community outreach strategies and tools
- 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.
- Interest in contemporary art, culture and design, particularly visual art, graphic art, and/or electronic/experimental music.
- Experience in communications, marketing and/or outreach roles.
- Experience in graphic arts/design, print/publications and/or web design, particularly generating copy, graphics and artwork for arts-focused groups.
- Experience communicating with relevant local, national and/or international media.
- Experience working with Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- 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).
- 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.