

# Immediate Internship Available at the Ross Creek Centre for the Arts

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## Job title

Programming Coordinator

## Objectives

To create new and innovative community arts education programs that engage students at all ages and artistic experience. The focus of this internship is to develop programming and administrative skills in the arts, coordinating programs and taking the program from needs assessment to final evaluation and all parts in between with the support of senior staff. The centre will provide a meaningful and intensive arts administration skill development opportunity which increases the Centre's capacity to deliver high quality multidisciplinary arts programs for the local and regional communities as well as for the professional arts community.

## BECAUSE OF FUNDING RESTRICTIONS APPLYING INTERNS MUST HAVE THE FOLLOWING PROFILE :

**- be under 30 years of age, Canadian, unemployed or underemployed before the beginning of the internship, and cannot receive EI during the internship, and cannot have already participated under the program**

## Job Description

To provide arts education and program planning and implementation assistance as it relates to the Centre, and all current programs of the **Ross Creek Centre for the Arts** including art programs and outreach, community, festivals and art gallery curation. In an exciting and fast-paced atmosphere, the Programming Coordinator will work with staff and volunteers to ensure the success of the Centre's programming for the fall and winter and ensure high levels of skilled communication with all stakeholders.

Following our internal plan along with opportunities to have your own input and ideas implemented, you will ensure we are doing a great job of planning and evaluating programs for the wider community and special groups. You will have a chance to teach as well as develop programs and to network with fellow artists of all disciplines.

The main areas covered by this internship include Community arts education and outreach, school programming, professional artist residencies, retreats and gallery exhibits and work with volunteers. Event and program planning, budgeting, evaluation and program implementation are all part of the skill sets we will help the intern develop.

*Learn how to handle and exhibit artwork and store artwork properly*

*Learn to coordinate artists residency and gallery programs*

*Develop community based arts programming for the widest audience*

*Develop new afterschool and school based arts programming for the wider community*

*Develop and build on Community Outreach through the arts*

*Work with volunteers*

**Giving voice to Canadians through the arts, the Ross Creek Centre for the Arts is a multi disciplinary arts education and development centre based on 186 acres of farm and forest in Nova Scotia's Annapolis Valley. Our facilities and programs are designed to serve the artistic and cultural communities of Nova Scotia, of Canada, and of the world, with a focus on professional artist development, youth education and Aboriginal arts programming.**

**The Centre is dedicated to internships and creating positive learning environments with real-world experience of the highest level. It is a demanding and fulfilling opportunity that will give the intern a substantial portfolio of materials and skills.**

Skills required: The successful candidate will possess:

- strong English written and verbal abilities
- organizational skills and the ability to multitask
- professional, positive and creative attitude
- proficient computer use (WORD, Excel & In Design)
- reliable transportation
- interest, experience in and/or passion for the arts
- Love of the being with the public, children and artists
- A great sense of humour

**To Apply:** Contact Ms. Chris O'Neill with a letter of interest and resume at [chris@artscentre.ca](mailto:chris@artscentre.ca) (word or PDF only please).

**Website:** [www.artscentre.ca](http://www.artscentre.ca)