



## EVENT MARKETING SPECIALIST

**The Niagara Pumphouse Arts Centre** is the art hub that connects our community by providing art for all. Located on the banks of the Niagara River in a heritage building that formerly supplied water to Niagara-on-the-Lake (hence our name); the Niagara Pumphouse Arts Centre offers visual arts programs, exhibitions and events. We give back to the community by providing access to the arts for those in need.

Anticipated start date: May 6, 2024

Terms: 30 hrs./week for 10 - 16 weeks

### Responsibilities

- Assist delivering communications plan on upcoming programs, exhibits and representing the Arts Centre at outreach events (in studio/community and/or online) for the Niagara Region.
- Update media database (update contacts, research publications, compile media kits)
- Create media release templates for events, and exhibitions using brand voice
- Create a script for Niagara Pumphouse Arts Centre training video for orientation of new staff, volunteers.
- Represent the Niagara Pumphouse Arts Centre at outreach events and ensure branding and communications guidelines are followed
- Assist with event planning including research, organization, co-ordination of exhibitions and special events.
- Order event supplies and update inventory in digital inventory in Pumphouse Portal regularly.
- Responsible for event set up
- Communicate effectively and professionally in-person and/or online with event participants and visitors to the gallery.
- Work collaboratively with volunteers and staff to coordinate events.
- Occasionally act as Gallery Attendant, responsible for overseeing gallery space and arts administration duties.
- Participate in Team Health & Safety Training as well as one-on-one job-specific training
- Successfully complete WHMIS online training and certification, First Aid/CPR training & certification and a Vulnerable Sector Check.

### Qualifications

- Outstanding organizational skills
- Excellent verbal and written communication skills
- Motivated and enthusiastic team player

#### **Send Us Mail To**

247 Ricardo Street, P.O. Box 676, Niagara-on-the-Lake, ON L0S 1J0

#### **Call Us At**

905 468 5455

#### **Email Us At**

office@niagarapumphouse.ca



- Exceptional leadership skills
- Ability to handle multiple priorities and problem solve
- Strong digital skills

As per the Canada Summer Jobs Grant requirements, candidates must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

If you are interested in this position, please submit your resume to:

[office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca) by April 22, 2024.

Please note, only qualified candidates will be contacted for an interview.

We thank all applicants for their interest.

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