



**Summer Student Position through Young Canada Works
The Job: Craft Year 2020 Assistant
(13 Weeks)**

The Saskatchewan Craft Council (SCC), based in Saskatoon, is hiring a Craft Year 2020 Assistant (CY2020 Asst) to help the SCC celebrate contemporary craft with its national partners in 2020. The CY2020 Asst will help us:

- coordinate events throughout the province;
- lay the groundwork for our own events;
- work with our national partners to ensure the success of Craft Year 2020;
- contact communities throughout the province introducing them to Craft Year 2020 and encouraging them to plan an event during the year;
- coordinate the promotion of activities planned for 2020 throughout our province and promote them through the Citizens of Craft website and social media;
- participate in the development of a 2020 branding campaign with the Canadian Crafts Federation to prepare for the year's activities; and
- update and manage the Saskatchewan portion of the Citizens of Craft website, assisting members with uploading files and managing the event portion of the website.

The CY2020 Asst will also provide summer relief for our Fine Craft Boutique and Gallery. The student will also be introduced to event planning working with our Exhibitions staff to coordinate the Dimensions Gala (our biannual awards showcase).

The ideal candidate will be a university or technical college student (3rd or 4th year) undergraduate or in a graduate program in the fields of Studio Art, Arts Administration, Event Planning, or Marketing. Essential skills include demonstrable above average research, interviewing, and documenting skills. A proficiency in MS Office is required. An ability to work in an online platform and assist with social media is also required. The successful candidate will be engaging, able to communicate comfortably and professionally with a wide range of people from various backgrounds in written and oral form. The successful candidate will be a self-starter, able to meet deadlines, flexible, and comfortable working in a non-profit arts organization.

The position is based in the Saskatchewan Craft Council in Saskatoon from May 13 to August 16, 2019. (Starting and ending dates can be negotiated.) This is a full-time position (35 hours a week) at \$13.25 per hour. Some weekend and evening work may be required.

Interested candidates are requested to forward a cover letter describing relevant research and marketing experience and interest in the position. Also include a resume highlighting education and work experience. **Candidates must provide proof of full time attendance in the previous school year, and intention of returning to school full-time in September 2019. Candidates must also be a Canadian citizen or a Canadian Permanent Resident and have a valid driver's license.** The Saskatchewan Craft Council encourages applications from the Government of Canada's employment equity groups, specifically Indigenous persons, visible minorities, persons with disabilities and women. Applicants are also encouraged to register online at Young Canada Works, and can apply for this job and other jobs through that website if registered.

Application deadline is April 29th. Send your cover letter and resume to:
Communications Assistant, Saskatchewan Craft Council
scc.newsletter@sasktel.net

For more information about the Saskatchewan Craft Council visit our website: saskcraftcouncil.org

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Honourary Patron His Honour the Honourable W. Thomas Molloy Lieutenant Governor of Saskatchewan