



**Summer Student Position through Young Canada Works
The Job: Member Services Assistant
(13 Weeks)**

The Saskatchewan Craft Council, based in Saskatoon, is looking to hire a Member Services Assistant to help the SCC in reviewing, assessing and redrafting its craft media jurying standards. In addition, the successful candidate will staff our Fine Craft Boutique and Gallery, and assist in event planning for the Dimensions Gala and other art projects.

The ideal candidate will be an upper year university or technical college student in a 3rd or 4th year undergraduate or graduate program in the fields of Studio Art, Arts Administration, or Curatorial Studies.

Skills include above average research, interviewing, documenting, writing and editing skills. A proficiency in MS Word is required. In addition, the candidate will be engaging, be able to communicate comfortably and professionally with a wide range of people from various backgrounds, in written and oral form.

Experience in research techniques and writing is essential. Customer service experience is an asset as is familiarity and comfort with computer software. The successful candidate will be a self-starter, able to meet deadlines, flexible and comfortable working within 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 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.

Application deadline is April 29th. Send your cover letter and resume to:

Member Services Coordinator
Saskatchewan Craft Council
scc.memberservices@sasktel.net

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.

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