



MACKENZIE ART GALLERY

engage people in transformative experiences in the world through art

Job Title: Development & Communications Internship

Department: Development & Communications

Status: Full Time, Casual/Hourly Term June 4, 2018 – August 24, 2018 Non-Union Position
Funded through Young Canada Works

Primary Purpose: The Development & Communications Intern will work directly with the Development & Communications Department under the supervision of the Director of Communications. This internship is expected to once again create a productive and fun learning experience with ample opportunity for feedback and discussion.

Nature of Work: The mission of the MacKenzie Art Gallery is to engage people in transformative experiences in the world through art. The Development & Communications Department plays an integral role in the delivery of this mission by leading the development, execution, and evaluation of marketing and communications strategies; securing corporate sponsorships for exhibitions, public programs, and events; and maintaining strong relationships with Volunteers, Members, and Donors. The Development & Marketing Internship is designed to offer practical experience in the fields of marketing, communications, media relations, and community relations. The internship will provide an opportunity for the candidate to develop a strong foundation of knowledge, best practices, and “hands on” experience. The skills, knowledge, and experience gained through this Internship will provide the applicant with confidence and a head-start in the workforce once they complete their post-secondary degree.

Accountabilities:

- Assist the Development & Communications Department in the marketing, communications, and community relations efforts of the MacKenzie Art Gallery;
- Assist in developing media releases, pitching story angles and writing Public Service Announcements;
- Assist in media follow-up calls, media event coordination and in managing media onsite at events;
- Assist in tracking media outcomes and developing project summaries;
- Developing content for print newsletters, electronic newsletters, and the MacKenzie website to support the Development & Communications Department;
- Coordinate and execute social media tactics (Facebook, Twitter, YouTube);
- Assist with the identification, research, and management of potential individual, corporate, and foundation funding sources;

- Assist in the development of unique corporate sponsorship opportunities and the preparation of targeted proposals;
- Provide onsite support at programs and events related to Development & Communications;
- Other duties as assigned.

Qualifications - Education: A post-secondary student, preferably in the field of Marketing, Communications, Public Relations, and/or Tourism.

Skills: Must be highly motivated self-started with strong interpersonal skills; strong organizational and time management skills; strong team player with the ability to work independently, collaboratively, and within a team environment; exceptional written and oral communications skills; excellent proficiency in Microsoft Office (Word, Excel, PowerPoint); must be between 16 and 30 years of age; must be registering as a full-time post-secondary student (intending to return to full-time studies).

Salary Information: \$16.00 / hour (Non-Union)

HOW TO APPLY

Please apply no later than Friday, April 27, 2017, 4:30 PM.

Email: jackie.martin@mackenzieartgallery.ca

Please include "Development & Communications Internship" in the subject line of all applications sent via email.

MacKenzie Art Gallery
Attn: Jackie Martin, Director of Finance & Operations
3475 Albert Street
Regina, SK S4S 6X6

Inquiries regarding this position can be directed to Jackie Martin, Director of Finance & Operations, at (306) 584-4250 ext. 4275. The successful candidate must submit a satisfactory Criminal Record Check prior to employment. The MacKenzie Art Gallery is committed to maintaining an inclusive culture and building a diverse workforce. We welcome applications from all qualified candidates.