

Organization name: The Oakville Arts Council

Organization Website: www.oakvillearts.com

Brief description about organization: The Oakville Arts Council enriches the creative life of Oakville by celebrating and highlighting local talent in all arts disciplines.

Volunteer job title: Website & Social Media Assistant

Volunteer job description: The website and social media assistant will work with the Volunteer Coordinator to execute a website management strategy that maximizes the promotional capability of the OAC website and highlights current OAC and OAC member information. This position would be perfect for a communications or marketing student looking to get real-world experience in the day-to-day management of website and communications content.

Primary Responsibilities:

- Develop website management work plan with Volunteer Coordinator
- Review the Oakville Arts Council website on a weekly basis to ensure that all links are current, all images are visible and link appropriately and update as necessary
- Pitch and generate content for different social media platforms using Hootesuite
- Update OAC member profiles
- Update featured artist profile monthly
- Update artist callouts on website as needed

Qualifications:

- Computer and website proficiency is a must
- Communications experience
- Experience with Wild Apricot or other CMS' is a huge asset
- Experience using a Mac or PC Computer
- Experience using InDesign, Photoshop and/or Illustrator an asset
- Knowledge of Oakville arts community is helpful
- Experience using Hootesuite

You are:

- A solution-oriented individual with strong analytical and problem solving skills
- A self-starter who possesses an independent work-style
- Friendly, outgoing and able to work in a small team environment

Benefits Offered:

- Experience working in a creative office environment
- Opportunity to hone communications skills

- Connect with Oakville's Arts community
- Letter of reference / PREB certificate

Time commitment: 4 hours per week, for 4 months with possibility to renew

Location: Flexible. Can work from home and/or the OAC office. Remote working will require check in with OAC staff via telephone, and at least 2 shifts per month must be completed in office.

Contact info (name, email phone): Giulia Simonato, giulia.simonato@oakville.ca, 905-815-5977

Best way to contact: Please send an email to Giulia with your current CV attached. Please include links to current social media work.

Deadline to contact organization: April 18, 2016 5:00 p.m.