STUdiO.89
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Job Description

Title:
Program & Events Assistant

Hourly Rate:
$13/hr

Suitable for:
Young adult or student with flexible schedule

Hours:
Full time, 40 hours/week

Reporting to:
Program & Events Coordinator

Qualifications:

- Post secondary preferred
- Non profit or social enterprise knowledge an asset
- Background in event management, marketing, communications, and digital media an asset

Responsibilities:

- Creating internal and external marketing collateral
- Organizing Studio.89 events, such as Open Mic Nights, Poetry Slams, etc.
- Developing, implementing, and evaluating social media strategy
- Creating and scheduling posts for social media, working with Facebook, Instagram, Twitter and Hootsuite
- Creating content and publishing the Studio.89 blog
- Logistics support on event days
- Community outreach for YTGA
- Creating and facilitating workshops for school groups
- Partnering with community organizations to host 1-2 large themed event(s) per month
- Representing Studio.89 and YTGA at offsite events

Skills

- **Detail oriented**: Strong, over-the-top attention to detail
- **Leadership**: self-starter, actively communicate and participate, resolve conflicts in a calm and courteous manner, always gets the job done
- **Organizational**: keep track of schedules, programs, workshops and events, time management
- **Problem Solving**: dealing with conflict in a calm, courteous and rational manner, come up with solutions quickly

- **Speaking skills/Communication**: accurately and easily communicate standards to volunteers and with your supervisor, give direction respectfully and courteously, communicate with collaborators effectively and in a friendly way that invites them back
- **Stamina**: some days are longer than others and require consistent moving around or activity
- **Positive energy**: pleasant to be around and handles stress well, transparency in words and actions