Call For Applications • Internship 2019 • Young Canada Works

—Project Coordinator

Job Description

This internship will immerse a recent graduate in the activities of the Artist-Run Centres and Collectives Conference (ARCA), a national arts service organisation that supports artist-run culture and the visual arts in Canada. Working closely with the ARCA Director, the intern will work as a lead coordinator on ARCA's ambitious new project to develop a management tool for arts organisations that deliver services to members. The project, supported by a Canadian Heritage Strategic Initiatives grant, takes an innovative approach to improving existing financial tracking systems used by arts organisations with a crucial new tool to systematically document and measure in-kind contributions, an important and overlooked source of value in artist-run and non-profit networks.

Candidate profile

Candidates should have an interest and understanding of contemporary art and artist-run culture and hold a degree in Arts Administration, Fine Arts, Communications, Business, or equivalent. They have an interest in gaining experience in arts administration and learning more about the resources and best practices that support this work. They have strong organizational skills, communication/writing skills, proficiency with standard office tools, and a demonstrated ability to work well with teams and independently. Advanced English and Intermediate French language skills are required. ARCA is committed to equal employment opportunities.

Candidates must meet the eligibility criteria for the "Young Canada Works at Building Careers in Heritage" program. Please refer to:
https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html

Candidates can register for the YCW program by creating an account here: https://young-canada-works.canada.ca/Account/Register

To Apply

Please send an email to **info@arca.art** with "Internship 2019" in the subject line.
Please include the following two documents as email attachments:

- Your CV;
- a cover letter summarizing your interest and relevant skills and experience.

The application deadline is Monday July 1, 2019 at midnight ET.