

**Amey Mahendra Thakur (thakur61@uwindSOR.ca)**

**2023 - Fall - VIP / W-1 Work**

**JOB POSTING INFORMATION**

<b>VIP-CSL Term</b>	2023 - Fall
<b>VIP-CSL Job Title</b>	Assistant for Outreach and Marketing
<b>Number of Positions Available</b>	1

**Please select the academic program(s) that are related to the position you are posting (check all that apply)**

Dramatic Art  
English  
Music  
Visual Arts  
Business

**If specific programs were chosen, explain why you have chosen these specific programs. Describe what knowledge/skill students in these programs may have that they can apply in this position?**

Students with specialized arts training will apply their advanced knowledge of this subject to communicate with artists and to assist in coordinating arts programming. Students with business training will apply their advanced knowledge to assisting the operating a non-for-profit organization through various outreach and marketing initiatives.

**What community need or global issue will be addressed through your services, programs, initiatives?**

The Arts Council Windsor & Region (ACWR) is a non-profit organization that serves all disciplines of individual artists, arts organizations, and non-arts partners in promoting, developing, and realizing creative activity.

**How will this position have an impact on the organization and the local or global community?**

The intern will be assisting with the facilitation of numerous programs and initiatives that work to serve artists within the community.

**What qualities, characteristics, or experience should a student have to be successful in this role?**

- Student must have an interest in the arts industry and/or be an artist or creator.
- Written and oral communication, organization, adaptability, eagerness in learning new programs and technology (Ex: wordpress, excel, hootsuite)

**Describe the day to day tasks of this position? What projects will the student be involved in?**

- The student will be responsible for creating and posting content on social media platforms;
- Completing daily website updates; assisting with cultural and arts events; assisting with front-line communication (phone, email);
- Assisting with the coordination of programs that provide professional development services to artists, newcomers, youth, and persons with disabilities;
- Researching grant opportunities and arts advocacy opportunities;
- General office and gallery duties, helping with the organization of the ACWR office and ultimately working as a team member with all staff and volunteers at the Arts Council Windsor & Region.
- Events and programs include ACWR's annual, Winter, Member's Show as well as the ongoing New Voices program.
- While most tasks can be completed remotely, the student will be asked to assist with a few in-person events at the gallery

**Based on the tasks mentioned above, what career competencies do you expect a student to develop or enhance through this role? Choose all that apply. See footnote for more detail.**

Communication

Critical thinking and problem solving

**What challenges may a student face working in your environment? What may be uncomfortable for any student or a student with little knowledge of your organization?**

**Describe your orientation procedure and how a student should get in touch with you to set up a meeting.**

**What is your plan for supervision, mentoring, and providing feedback to the student?**

**Which specific days and times can a student work with your organization?**

**Outline how will you ensure that the student is aware of good health & safety practices in the workplace?**

## **ORGANIZATION INFORMATION**

**Organization**

**Division**

**Website**

**Address Line One**

**City**

Teamwork and collaboration

Professionalism and work ethic

The student will be challenged in helping to meet the project-based needs of various artists using limited resources as a small non-profit organization. As the student becomes more familiar with our organization and our scope of resources, they can become more comfortable in serving these artists.

The student will be sent a detailed task list with information pertaining to various ACWR projects and procedures before an orientation meeting. After the student has reviewed this list, we will arrange an orientation meeting where they will be trained on various procedures to prepare them for assisting both the outreach coordinator and executive director with various administrative tasks. During this meeting, the student will be able to review the task list with ACWR staff, provide insight into where they would like to strengthen their administrative skills, and ask any questions about their tasks or the organization. A tour of the space will also be provided.

Students should email Maria Mediratta, the Administrative and Outreach Coordinator, at outreach@acwr.net to arrange an orientation meeting. Students need to bring a device if they have one so that we can train them on the digital platforms used by the organization and a notebook.

As the student completes tasks, they will be provided with ongoing feedback from the outreach coordinator and executive director. As many of the weekly tasks are collaborative, there will be a number of opportunities for supervision, mentoring, and providing feedback.

Because many of the tasks are project- and task-oriented, students will be able to complete most tasks from any location. For a few gallery-related tasks, students may be able to work at ArtSpeak gallery during office hours (Monday-Friday 1-5pm) or at special events which may occur evenings or weekends. This student will be able to often choose when they work their 4-6 hours throughout the week, unless they have committed to help with a special event, gallery-related duties, or attend a board or committee meeting.

orientation on first day onsite

Arts Council - Windsor & Region (ACWR)

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acwr.net

1942 Wyandotte E.

Windsor

Postal Code / Zip Code

N8Y 1E4

## WORK TERM DETAILS

### CURRENT CONTACT INFORMATION

Telephone (home)

Telephone (work)

Cell Phone

Total Hours Completed 0.0

### EMPLOYER INFORMATION

Organization Arts Council - Windsor & Region (ACWR)

Division Arts Council - Windsor & Region (ACWR)

Supervisor's Name Maria

Supervisor Last Name Mediratta

Supervisor's Title Administrative & Outreach Coordinator

Supervisor's Tel (519)252-2787

Cell Phone

Fax null

Email outreach@acwr.net

Address One 1942 Wyandotte E.

Address Two

City Windsor

Province ON

Postal Code N8Y 1E4

Country Canada

### JOB INFORMATION

Job Posting Reference

Job Title Assistant for Outreach and Marketing

### WORK TERM INFORMATION

VIP Program VIP 1