



culturepei

PEI Cultural Human Resources
Sector Council

JOB DESCRIPTION: PROGRAM ASSISTANT (BUSINESS)

Culture PEI is seeking a Program Assistant (Business). This is a 10-week, full-time, summer student position.

CULTURE PEI

Culture PEI is a not-for-profit sector council dedicated to improving the outcomes and incomes of arts, heritage and creative industry workers on Prince Edward Island. Culture PEI has been in existence since 2006 and is in the process of revamping its administrative systems and business models to allow for future growth.

PROGRAM ASSISTANT (BUSINESS) DUTIES

Reporting to the Executive Director, the Program Assistant (Business) is responsible for assisting with Culture PEI's programming with a focus on the organization's business operations.

Duties

- Assist in organizing and maintaining Culture PEI's administrative systems
- Analyze, recommend and implement changes to Culture PEI's administrative systems
- Participate in creation of Culture PEI's sustainability strategy (especially development of new revenue streams)
- Participate in implementation of Culture PEI's reposition and rebranding initiative
- Participate in creation of Culture PEI's communication strategy
- Other duties as assigned

TERMS

- 10 weeks
- 35 hours/week
- \$11.25/hour
- Start date is flexible but term must be finished by August 26

QUALIFICATIONS

Skills

- Current approaches to administrative systems (small scale, not-for-profit, culture sector)
- Business strategy (not-for-profit)
- Communication and marketing (cultural sector)
- Ability to take initiative and work with minimal supervision

Education

- Some post-secondary in management or business with a knowledge of the culture sector
- Some post-secondary in arts, heritage or creative industries with a knowledge of business systems

Other

- Must have been a full-time student in the previous academic year
- Must be planning to return to school in the upcoming academic year

If you have any questions, please don't hesitate to contact us.

TO APPLY

The deadline for applications is Wednesday, May 17, 2017 at 5:00 PM.

To apply, please email a resume and a cover letter describing how you would be a good fit for the position to:

Mark Sandiford
Executive Director, Culture PEI
mark@culturepei.ca