



**VERNON & DISTRICT
PERFORMING
ARTS CENTRE
SOCIETY**

Vernon & District Performing Arts Centre Society
3800-33rd Street,
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2020 Canada Summer Jobs

Job Posting

The Vernon & District Performing Arts Centre (VDPAC) Society has received federal funding for the following 8-week position with an anticipated start-date of October 19, 2020 to December 11, 2020:

Job Title: Community Information Officer (CIO):

- Assist VDPAC's Marketing Director with research & assembly of searchable databases cataloguing local & regional established & emerging artists; diverse cultural community organizations with public programming; and prospective user groups as part of VDPAC's community outreach initiative;
- Work includes contacts & interviews of artists & organization representatives;
- Create a shared, central online, searchable information resource tool to advance the development of diverse audiences;
- Assist & conduct a public/patron survey to measure the safety & comfort level, willingness & terms for the safe public return to live public performances post-pandemic.

Qualifications:

Must be 15-30 years of age, a Canadian resident, computer & social media literate; able to quickly learn new programs, with previous experience with PC databases & Excel software an asset. Must be outgoing with a friendly, positive demeanor & willing to make telephone & online inquiries; strong research skills, thorough, accurate & be details-oriented. Flexible hours possible (35hrs/week) for this 8-week position.

Must be COVID-19 free & not under any Public Health Order to self-isolate or quarantine. Onsite wearing of a mask will be required (except for telephone work) with strict sign-in/out & compliant workplace safety protocols & best practices in place.

To Apply:

Please apply by email to: theatre@ticketseller.ca; Or in-person with an updated resume & covering letter stating the position, qualifications, related experience & complete contact information, **by 5:00pm, Wednesday, October 14, 2020:**

To: Ticket Seller (box office)
Vernon & District Performing Arts Centre Society
3800-33rd Street, Vernon, BC (No phone calls please)

VDPAC Society is an equal opportunity employer. We wish to thank all applicants for their interest, however only those candidates invited for an interview can be contacted. Thank you.