



## Thinking Rock is hiring for the summer!

We are excited to share that we will be hiring two summer students - a Programming and Outreach Assistant and a Communications and Evaluation Assistant.

Please see positions outlined below for details.

Both positions will be working closely with our General Manager and Artistic Director on follow up activities related to The Rivers Speak Community Play - details of which we will be sharing soon!

Applicants are asked to email a resume and cover letter to [info@thinkingrock.ca](mailto:info@thinkingrock.ca) by June 13 at noon.

**Please share widely with your networks!**

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## **Programming and Outreach Assistant**

### **Position Overview**

This is a temporary full time summer position funded by the Canada Summer Jobs program.

Applicants are required to provide written confirmation of enrolment for the next academic year.

Start Date: July 3, 2018 End Date: Aug 28, 2018, required to be available for the complete eight (8) week period.

Interested applicants must respond by emailing a cover letter and resume to [info@thinkingrock.ca](mailto:info@thinkingrock.ca) by Wednesday, June 13 at noon.

### **Tasks and Responsibilities:**

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The Programming and Outreach Assistant (POA) will support the legacy programming of our first major community-engaged project, the Rivers Speak Community Play.

The POA will conduct public outreach activities in four rural and First Nation communities located in Algoma: Mississaugi First Nation, Blind River, Serpent River First Nation and Elliot Lake. This will include acting as a docent at the Rivers Speak legacy exhibition, which will take place at the Timber Village Museum in Blind River through June, July and August 2018.

Tasks and responsibilities will include:

- acting as liaison between Thinking Rock and the local communities;
- hosting outreach activities at community festivals and events to raise awareness about the project;
- facilitating simple and fun hands-on participatory creative art making activities related to the project;
- building relationships with local community organizations and businesses to promote Thinking Rock's work;
- mobilizing community members of all ages, abilities and cultural backgrounds to attend and participate in programming; and
- welcoming visitors to the legacy exhibition, providing information about the Rivers Speak project.

The position will report to the Thinking Rock General Manager.

**Qualifications:**

- Ability to work cooperatively in a team setting.
  - Strong oral and written communication skills.
  - Self-motivated and disciplined.
  - Computer skills including working in a Mac environment and with G Suite tools.
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- Strong interpersonal skills; ability to comfortably interact with wide range of people.
- Interested and skilled in the arts.

This position is funded through the Canada Summer Jobs Program and the following represents the applicant criteria:

- a student between 15 and 30 years of age at the start of the program;
- registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- possess a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

\*\*\* We strongly encourage and welcome applications from people who identify as Indigenous (Métis, First Nation, Inuit, on/off reserve), a person of colour, LGTBQQ2, living with a disability, or a religious minority.\*\*\*



# Communications and Evaluation Assistant

## Position Overview

This is a temporary full time summer position funded by the Canada Summer Jobs program.

Applicants are required to provide written confirmation of enrolment for the next academic year.

Start Date: July 3, 2018 End Date: Aug 28, 2018, required to be available for the complete eight (8) week period.

Interested applicants must respond by emailing a cover letter and resume to [info@thinkingrock.ca](mailto:info@thinkingrock.ca) by Wednesday, June 13 at noon.

## Tasks and Responsibilities

The Communications and Evaluation Assistant (CEA) will support the legacy programming of our first major community-engaged project, the Rivers Speak Community Play.

The CEA will promote activities through online, print and media communications throughout the Central Algoma region and beyond, and by administering evaluation tools, reviewing gathered data, and supporting the publishing of evaluation findings related to the Rivers Speak project.

Tasks and responsibilities will include:

- assisting staff with developing and administering evaluation tools to participants;
  - reviewing and sharing gathered evaluation data;
  - implementing a communications and media plan about legacy activities;
  - developing relationships with local media outlets and encouraging media presence at local outreach events;
  - writing and distributing press releases and announcements;
  - designing additional promotional materials as needed;
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- blogging about legacy activities;
- updating the Thinking Rock website on an ongoing basis;
- photo-documenting outreach events and activities;
- developing relationships with local community organizations and businesses to leverage in-kind cross-promotional opportunities as needed;
- ensuring printed promotional materials (posters, fliers, etc) are distributed throughout the region;
- promoting lead-up outreach activities and the culminating exhibition online through social media, website posters, mailing list, etc.

The position will report to the Artistic Director.

**Qualifications:**

- Ability to work cooperatively in a team setting.
- Strong oral and written communication skills.
- Self-motivated and disciplined.
- Computer skills including working in a Mac environment and with G Suite tools.
- Familiarity with social media tools (facebook, Instagram, Snapchat, Twitter).
- Strong interpersonal skills; ability to comfortably interact with wide range of people.
- Interested and skilled in the arts.

This position is funded through the Canada Summer Jobs Program and the following represents the applicant criteria:

- a student between 15 and 30 years of age at the start of the program;
- registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
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- possess a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

\*\*\* We strongly encourage and welcome applications from people who identify as Indigenous (Métis, First Nation, Inuit, on/off reserve), a person of colour, LGBTQ2, living with a disability, or a religious minority.\*\*\*



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**Our mailing address is:**

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