

Summer Student Job Posting

Canada Summer Jobs Program

Located in Sutton in the Eastern Townships, the Arts Sutton art center is a cultural venue dedicated to promoting contemporary visual arts. Its annual programming includes exhibitions as well as educational activities such as workshops, lectures, and more.

Arts Sutton is seeking an **Administrative Assistant** for the summer period. Under the supervision of the coordinator, the selected candidate will perform various support tasks related to the gallery's activities.

Responsibilities:

- Carry out various tasks related to the production of Arts Sutton events: assist with the installation and dismantling of exhibitions, support the coordinator during events such as the Tour des Arts, openings (vernissages), workshops, lectures, etc.
- Welcome and inform visitors, and answer phone calls.
- Process payments for memberships, workshops, or artwork sales.
- When needed, assist the coordinator with administrative and operational tasks, such as: writing, data entry, layout of printed materials and newsletters, and social media postings.

Required skills and qualities:

- Fluency in French and English
- Proficiency with office tools (Word, Excel, Canva, Mailchimp, etc.)
- Versatility and ability to manage multiple projects simultaneously
- Strong communication and interpersonal skills
- Experience in the cultural sector and interest in visual arts is an asset

These responsibilities may vary depending on the size and priorities of the art center, but they are generally aimed at effectively supporting Arts Sutton's artistic and administrative activities.

Working conditions:

- Start date: early June 2026
- Duration: 9 weeks, with possibility of extension at reduced hours
- 31 hours per week
- Flexible schedule, including weekends
- Salary: \$19/hour

The candidate must be eligible for the **Canada Summer Jobs Program**.

Applicants must be between 15 and 30 years old, hold a high school diploma, be a Canadian citizen or permanent resident, and have been enrolled as a full-time student during the 2024–2025 school year and intend to return to full-time studies in fall 2025.

How to apply:

Please send your résumé and cover letter to Annie Chartrand by email at: info@artssutton.com.

Only candidates selected for an interview will be contacted.

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Academy

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