

## 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 Support, Communications and Innovation (AI)** assistant for the summer period. Under the supervision of the coordinator, the selected candidate will carry out various support tasks related to the gallery's activities.

#### Context:

A developing art center is looking for a curious, independent, and creative person to support its administrative activities, communications, and the integration of digital tools and artificial intelligence.

#### Mandate:

Support the organization, development, and visibility of the center.

#### Responsibilities:

- Administration and membership management
- Fundraising and grant research
- Writing and communications (newsletters, social media)
- Implementation of digital tools and AI solutions

#### Profile:

Student, autonomous, comfortable with writing, with an interest in AI and the arts sector.

**Bonus:** Knowledge of digital tools (Notion, Mailchimp, etc.)

## 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 intended to effectively support the artistic and administrative activities of Arts Sutton.

## Working conditions:

- Start date: early June 2026
- Duration: 9 weeks, with possible extension at reduced hours
- 30 hours per week
- Flexible schedule, including weekends
- \$20/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](mailto:info@artssutton.com).

Only candidates selected for an interview will be contacted.

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