



CONFÉRENCE CANADIENNE  
DES ARTS

CANADIAN CONFERENCE  
OF THE ARTS

**COMMUNICATIONS INTERNSHIP**  
**Website & Communications Officer**  
From April 4<sup>th</sup>, 2011 to Marc 30<sup>th</sup>, 2012

PLEASE COPY AND DISTRIBUTE

The Canadian Conference of the Arts (CCA) is looking for a dynamic person to fill the position of Intern-Website & Communication's Officer to support the work of its secretariat. A not-for-profit organization, the CCA is the national forum for the Canadian arts, culture and heritage sector. Governed by a Board of Governors partly elected by its membership, the CCA is managed by a National Director and a team of dedicated employees, which is complemented by freelance workers.

The Intern will be responsible for the following activities:

- Assist the communications team with the overall maintenance of the website;
- Write and update content as necessary in both official languages in collaboration with other staff;
- Contribute to the launch and management of a new website for the CCA and the CCA's social networking instruments, within the parameters of the Strategic Communications Plan;
- Monitor the website and related applications to ensure all is functioning appropriately and troubleshoot as required;
- Ensure that the overall design and layout of the website remain consistent;
- Work to improve the search engine optimization for the website and work to develop and maintain a social media optimization strategy;
- Other duties as needed

Being responsible for the maintenance, development and implementation of the Canadian Conference of the Arts' website and related resources, the intern will have the opportunity to work closely with a specialized team. The intern will be responsible for cultivating and maintaining effective relationships with contractors, academics, research institutes and outside writers, vendors and designers. The intern will also have the opportunity to support the implementation of other communications activities (public forums, events etc)

The ideal candidate will meet the following criteria:

- University degree or college degree in communications, marketing, web design, multimedia or another applicable field;
- Excellent communications skills, both oral and written; and a proven capacity to edit, write and speak in both official languages;
- Passion and interest in the arts and Canadian cultural policy;
- Experience with regards to web design and maintenance;
- Strong grasp of web industry standards (accessibility, information architecture, layout etc);
- Experience in web skills: Dreamweaver, Photoshop, Visual Studio, Adobe Suite etc.;
- Must be proactive, creative, enthusiastic and self-motivated

Familiarity with public policy and the arts and cultural sector, as well as a demonstrable commitment to the values, vision and orientations of the CCA will be considered an asset.

Location: Ottawa  
Salary : \$ 12 / hour, 35 hours/ week  
Duration : April 4<sup>th</sup>, 2011 to March 30<sup>th</sup>, 2012 (1 year)

For more information on the Canadian Conference of the Arts, please visit our website [www.ccarts.ca](http://www.ccarts.ca).  
Pour l'affichage en français de ce poste, voir notre site web [www.ccarts.ca](http://www.ccarts.ca).

Qualified candidates are invited to send their résumé confidentially, as well as a short description of their interest and competence. **We encourage candidates coming from diverse cultural communities to send their applications electronically, in Microsoft Word only, to [manon.charron@ccarts.ca](mailto:manon.charron@ccarts.ca).**

Hard copy applications can be sent by mail to:

Manon Charron  
Director of Administration  
Canadian Conference of the Arts  
406-130 Slater Street  
Ottawa, Ontario K1P 6E2

**We do not accept applications by fax.**

**Applications must be in by 5 pm on March 24<sup>th</sup>, 2011.** We will communicate only with candidates selected for an interview.

*The Canadian Conference of the Arts applies the principle of equal opportunity for employment and encourages all competent candidates to apply.*