



January 11, 2024

FULL-TIME CONTRACT POSITION POSTING

Title:	Digital Creator Program Lead Intern
Salary:	\$19.00/hour
Hours Worked:	35 hours/week
Location:	James L. McIntyre Centennial Library, 50 East St.
Duration:	52 weeks

The Sault Ste. Marie Public Library invites applications from qualified candidates for the position of Digital Creator Program Lead Intern.

Please note this position may require split shifts, afternoon/evening work, Saturday and Sunday work. It is understood that shift requirements may change due to operational requirements.

Job Description

Under the supervision of the Manager of Community Engagement, the Digital Creator Program Lead Intern will be responsible for coordinating and executing the Digital Creator North project in Sault Ste. Marie, Ontario. The project offers structured and unstructured learning environments in digital and media arts for youth and emerging artists. The Program Lead will be required to create a welcoming space and develop responsive media arts programming for their community.

Duties:

- Develop responsive programming in various media arts disciplines, including workshops
- Help to develop and maintain a low-barrier digital space for teens and emerging artists
- Maintain, update and evaluate equipment when necessary
- Prepare regular written reports and record program data for evaluation
- Plan and coordinate with Library staff, Near North Mobile Media Lab and Community Partners to reach goals
- Work with community partners to develop strategies for local marketing
- Maintain ongoing marketing and communication of programming to local community
- Assist in maintaining social media channels

Project Description

The Digital Creator project has been establishing low barrier media arts-based creator spaces for youth and emerging artists across Northern Ontario. These spaces operate as drop-in, out-of-school learning environments for youth to develop skills in digital media using a participatory culture model. These spaces inspire creative experimentation, peer networking/collaboration, civic engagement, and hands-on learning using various media arts disciplines. These disciplines include video production, audio recording, 3D printing, graphic design, and coding/programming. This project is aimed at having a positive cultural impact on the community of Sault Ste. Marie and surrounding area by increasing participation of youth in digital media creation.

Qualifications

Applicants must possess the following qualifications:

- A post-secondary degree, diploma or certificate granting program in Education, Visual Arts, Media or Digital Arts, Community Development, Non-Profit Administration, Arts Administration, or a related field
- Good keyboarding skills
- Knowledge of Microsoft Office (Word, Excel, PowerPoint) and technologically current with web-based programs and social media
- Experience relevant to the job duties and responsibilities
- Excellent communication (written and verbal) and interpersonal skills
- Excellent customer services skills and experience in serving the public of all ages
- Ability to work independently and within defined timelines

Assets include:

- Well-organized, self-starter who is attentive to detail
- Self-motivated to learn and research new models and methods
- Community-minded and able to facilitate outreach strategies
- Previous experience with teens/young adults in an education setting
- Curiosity in learning new technologies and software used in media and digital arts
- Comfortable communicating via various social media platforms
- Public speaking and presentation skills
- Working knowledge of film and video equipment, digital and media technologies and software with willingness to expand knowledge based on teen interest
- Work experience in any related field
- Personal interest or active artistic practice in digital media discipline
- Experience in community outreach
- First Aid Training

Candidate Criteria

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or are unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in Northern Ontario.

Application Process and Contact Information:

Applications will be received by the Manager of Community Engagement, Elise Schofield, until **Wednesday January 31, 2024 at 4:30 p.m.** Further information regarding the position is available upon request.

Interviews will be scheduled after the posting date. Only candidates selected for an interview will be contacted.

Interested candidates should send their applications by email to e.schofield@cityssm.on.ca

The Sault Ste. Marie Public Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

