



NSCAD University – Extended Studies

POSITION TITLE: Digital Media Intern (temp)
SALARY RANGE: \$22/hour
DEPARTMENT: Extended Studies
HOURS OF WORK: Sept 1, 2023 to March 31, 2024 (32 wk) 35hrs/wk

POSITION DESCRIPTION

Reporting to the Manager of Extended Studies, the Digital Media Intern will be responsible for creating and coordinating the digital footprint of several of the Extended Studies programs which support professional development and community engagement. These digital resources contribute to NSCAD's commitments to social engagement, creative entrepreneurial development, and support the continued education of students and community members. In addition, this position supports programs geared to marginalized and under-served communities to develop employable skills.

The Digital Media Intern will work with the school of Extended Studies to increase awareness and engagement with Extended Studies Arts, Entrepreneurship and Community Engagement programs by strengthening social media presence, website development and maintenance.

- record and document events, artwork, exhibits as well as administrative processes.
- Program documentation: digital images, program plans, activity outlines, schedule templates.
- Create database systems for images, resources etc.
- Compile database of professional and entrepreneurial resources for website upload.
- Create content and maintain website presence for all community events and career opportunities
- Manage social media: design, create and schedule social media posts.
- Create both digital and print communications about events, exhibitions etc

REQUIREMENTS

To be eligible for the Digital Media Assistant position, the candidate should be a graduate of an undergraduate Visual Arts, Communications, Digital Media, Marketing or PR program and be familiar with NSCAD Extended Studies programming. The incumbent should be a Canadian citizen, permanent resident or have refugee status in Canada and be under 30 years of age at the start of employment.

The Digital Media Intern will have excellent verbal and written communication skills, be able to set goals and priorities and work independently as well as part of a team an ability to work collaboratively in a highly interactive environment. Intermediate digital media skills required, including Adobe Creative Suite and social media platforms such as Instagram and Facebook. Experience with photo, audio and video documentation would be considered an asset