



Plug In Institute of Contemporary Art  
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Employment Opportunity:

**Communications and Fundraising Intern**

**Job Title:** Communications and Fundraising Intern

**Program Stream:** Young Canada Works for Heritage Organizations (Summer Jobs for Students)

**Length of Assignment:** June 7, 2021 - August 27, 2021

**Hours per week:** 40

**Hourly Wage:** \$15/hr

**Deadline for applications:** May 21, 2021

Plug In Institute of Contemporary Art seeks an enthusiastic and professional individual as our Communications and Fundraising Intern. This is a paid internship opportunity funded in part by Young Canada Works through the Canadian Museums Association. Candidates must be under 30 years old, a Canadian citizen or permanent resident, and be returning to school following the internship to meet eligibility requirements outlined by Young Canada Works.

This term position, from June 7 to August 27, 2021; is 40 hours a week, requiring some work in the evenings and on weekends.

**Job Description:**

The Communications and Fundraising Intern will assist with the coordination of fundraising activities and communications strategies undertaken by Plug In ICA, including those related to the STAGES 2021 biennial, our 2021 Summer exhibition and public programming schedule and preparation for Plug In ICA's upcoming 50<sup>th</sup> anniversary.

The Intern, under the supervision and mentorship of the Executive Director, will have an integral role in the development and implementation of Plug In's visual and graphic strategies, including but not limited to print and electronic promotions, documenting special events and other responsibilities related to expanding Plug In's public presence in the community.

This internship will provide experience and insight into the demanding responsibilities of fundraising and communications coordination in the culture and heritage sector, developing advanced communications, marketing, event-planning, administrative and organizational skills in the process.

**Description of tasks:**

Reporting to the Executive Director, the Communications and Fundraising Intern will participate in a broad range of activities, including:

- Assist in coordinating fundraising letters and other forms of outreach to potential donors and sponsors;

- Assist in implementing strategies for branding and promoting Plug In as a public facility and attraction, including gallery exhibitions, public programs and pedagogical events;
- Assist in the production and distribution of marketing material, including advertising, program guides, signage, invitations, brochures, posters, banner ads, etc.;
- Assist in the development of promotional strategies and information using electronic media, including social media, multi-media presentations, email promotions, website banners, etc.;
- Assist in the creation and distribution of press releases and press kits; address media requests; disseminate information to media outlets;
- Assist in establishing and maintaining relations with local, regional, national and international media in order to promote effectively the Institute;
- Assist in the management of the gallery's social media content calendar;
- Assist in the continuing marketing design and development of Plug In's website;
- Assist with updating databases, library and archives; mail-outs and other clerical duties and administrative tasks;

#### **Candidate Profile:**

A successful candidate will have an interest in pursuing a career in contemporary art, particularly as an artist, curator, public educator or related practice. The candidate should be undertaking or have recently completed a relevant degree (BA, MA, BFA, MFA) in curatorial studies, visual art, art history, cultural studies, media studies, communications or related fields. The candidate will need to be available to work the occasional evening and weekend.

The candidate should have a solid ground in Office software, particularly MS Word, Excel and Outlook. The candidate should also have a strong understanding of social media platforms and be quick to learn new media applications. Experience with In Design, Illustrator and Photoshop is an asset.

Plug In ICA welcomes applications from participants in the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, Indigenous people). All applicants must be eligible for the Young Canada Works, Careers in Heritage program: i.e, they must be Canadian citizens, permanent residencies or have refugee status; legally entitled to work in Canada; be of 16 to 30 years of age at the beginning of the Internship; be able to commit to the full 11 weeks of the internship and not have a second full-time job at this time; and have been a full-time secondary or post-secondary student before the commencement of the work assignment and have the intention to return to full-time studies following the completion of the internship.

#### **How to apply:**

Interested candidates should submit a curriculum vitae and letter of interest by 5 pm Central Time on Monday, May 21, 2021.

Plug In thanks all candidates for their interest, but only those to be interviewed will be contacted.

Please submit applications to:  
 Angela Forget, Operations Manager  
[angela@plugin.org](mailto:angela@plugin.org)