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C The Visual Arts Foundation
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M5T 2T2

C Magazine Social Media and Communications Intern

Location: Toronto, Canada

Time commitment: 3 to 7 hours per week on average

Term: four to six months.

Compensation: academic credit (preferable), unpaid, or honorarium (funding dependent)

Work periods and application cut-off dates: The work periods typically align with the academic calendar, but are subject to variation. Applications are received on a rolling basis until the following dates:

September start—July 15

December/January start—October 15

April/May start—February 15

Position description

C Magazine employs one social media and communications intern to assist with community engagement, the promotion and circulation of two quarterly issues, and its related public programs and events. As valuable members of *C*'s team, interns play an important role in promoting and nurturing critical engagement with and knowledge of contemporary art, while gaining valuable experience in the field of publishing. *C Magazine* is committed to ensuring an enjoyable, educational and rewarding experience.

Tasks

- Maintains *C*'s social media accounts on Facebook, Twitter and Instagram
- Plans social media posts monthly
- Schedules social media posts weekly
- Assists with assembling email newsletters
- Updates website content on cmagazine.com

Skills that will be developed

Writing, communications, data management, online content management, social media scheduling, development of marketing plans and materials.

This position is geared towards someone who has undertaken university studies in senior level undergraduate or graduate studies in visual art, critical and curatorial studies, arts management, art history, marketing and communications, publishing, or a related field. A demonstrable interest and experience in contemporary arts and culture is required to assess, select and generate content for our social media streams. Candidates must possess excellent organization, research, writing and communication skills, and a working knowledge of Mac OS X, MS Word and Excel, and Google Apps and Drive. Familiarity with Photoshop, social media platforms such as Facebook, Twitter and Instagram, social media best practices, and website content management systems (CMS) is required. Some understanding of not-for-profit organizations is an asset. Candidates must be able to work independently, with the supervision of the Publisher, at the *C Magazine* office or a location of their choice, mainly using their own computer.

Please submit your CV and a brief cover letter, indicating the internship dates you are applying for, your current interests as well as related experience, to Kate Monro, Publisher (hr@cmagazine.com).

C Magazine is located in 401 Richmond St W, a fully accessible building.

Based in Toronto, *C Magazine* is a quarterly publication dedicated to promoting critical discussion about contemporary art in Canada and internationally. *C Magazine* acknowledges the generous support of the Canada Council for the Arts, the Ontario Arts Council and the Toronto Arts Council. www.cmagazine.com