

Writers' Guild of Alberta Summer Employment Opportunity: Summer Program and Digital Media Assistant

The Writers' Guild of Alberta (WGA) invites applications from post-secondary students interested in meeting writers, promoting literary works by Albertans, and gaining experience in arts administration.

The **Summer Program and Digital Media Assistant** will work closely with WGA program coordinators on various projects that include digital content creation, administration, writing, editing, event planning, and design work.

Main tasks:

- Create slideshow and/or video content for the Alberta Literary Awards and gala event, to showcase the finalists and winners.
- Create cards and slideshows for conference sessions and online events, featuring presenters and sponsors.
- Assist with the implementation of our annual conference and literary awards gala: Be available for the weekends of the conference and gala in June, to assist with running slideshows and videos, assist with volunteer coordination, create participant materials, and various other duties in relation to the events.
- Correspond with publishers and/or writers to gather material for digital content and/or communicate event details.
- Administer social media for summer youth camp, including creating text and visuals.
- Assist with administration of summer youth camp, including gathering registration data for venue, updating and distributing participant handbooks, and coordinating anthology production.
- Aid with writing, proofing, and editing tasks as needed for program promotions, communications, and resource material.
- Aid in other program and office administration as needed, e.g. registration data, gathering materials, technical troubleshooting, office organization.

Qualifications:

- Canadian citizen or permanent resident, residing in Edmonton
- Currently attending post-secondary school and will be returning full time in the fall
- Strong time-management and multi-tasking skills
- Strong organizational skills with a high level of accuracy and attention to detail
- Knowledgeable in computer use and able to learn new software as needed
- Good writing skills and facility with the English language
- Familiarity with digital content creation

Terms:

- This is a full-time position (35 hours/week) for 14 weeks beginning early May.
- Regular hours are 9:00 – 4:30 pm Monday – Friday, with some evening/weekend work for events.
- Hourly wage is \$19.50 per hour.
- Work from home is permitted for the majority of the position, with one day a week in the office and occasional on-site work at events.
- Travel to Calgary for the conference June 7 – 9, 2025 is required. Travel expenses are paid for by the WGA.

Application instructions: Please submit a cover letter and resume to mail@writersguild.ca. Please include “Summer Program and Digital Media Assistant” in your subject line.

Application Deadline: April 24, 2025

The WGA believes in supporting diversity and equity in hiring best practices. We support actions to advance diversity and equity in the organization.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.