



**Summer Student
Arts & Culture Park Coordinator**
Community Services Department

ATTENTION STUDENTS!

The Town of Quispamsis is actively seeking a highly energetic post-secondary student for the position of Arts & Culture Park Summer Coordinator. This could be your opportunity! This position will provide students with valuable experience in the areas of leadership, communications and public relations.

Responsibilities may include:

- Aid with scheduling and organizing movie and music nights in the park and/ or other events, according to the established high standards
- Provide assistance with Canada Day and New Brunswick day celebrations
- Develop and deliver other special events
- Create promotional materials (Posters, ads and/or videos)
- Create social media marketing material on Facebook and Instagram
- Submit an end of season report, including summary and recommendations and/or suggestions for new events to the Director of Programming
- Responsible for ordering, maintaining supplies and data collection

To qualify, you must:

- Currently be a post-secondary student
- Be enrolled in a post-secondary program for Fall 2025
- Have knowledge of Microsoft office, online meeting platforms such as Zoom and Microsoft Teams, CANVA, Eventbrite, Facebook and Instagram
- Can multitask, manage multiple deadlines and problem solve
- Be comfortable speaking in front of large groups
- Have excellent customer service and interpersonal skills
- Have availability to work evenings, weekend and holidays, when necessary
- Have demonstrated teamwork abilities
- Can lift up to 50lbs.
- Have a current NB Driver's Abstract meeting Town's expectations

This position is scheduled to begin May 6th, 2025, continue through until the end of August.

The deadline for applications is March 9th, 2025.

[Click here](#) to apply

*The Town of Quispamsis reserves the right to require criminal record checks upon hiring.