



## Digital Collections Assistant

Location: Manitoba-based  
Wage: \$18/h for 30h/week  
Number of weeks: about 10 weeks, for a total of 280 hours  
Application deadline: June 5, 2023  
Start date: June 14, 2023

[VUCAVU.COM](http://VUCAVU.COM) is a bilingual streaming platform dedicated to showcasing the best film and videos created by independent Canadian artists from across the country.

### JOB DESCRIPTION:

VUCAVU's new Digital Collections Assistant will perform tasks associated with bilingual communications, marketing and web content management in addition to other administrative tasks as needed. This position includes technical abilities in working with video links, image file editing and text layout. They will be trained to work in our content management system (CMS) and learn to build new video title pages for our content partners.

Once comfortable working in our CMS, the Digital Collections Assistant will be assigned other communications and administrative tasks related to programming and marketing of the platform. This includes social media, newsletter creation, and promotional work related to VUCAVU.

The Digital Collections Assistant will participate in the multiple projects we work on and be invited to share their input on our platforms' development. We invite candidates who have a broad range of digital, graphic design and communications skills to apply. There is a possibility of extension after this contract is complete.

*\*\* VUCAVU is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity.*

### QUALIFICATIONS:

- Second year or higher university student or recent graduate, in a related academic disciplines such as Visual or Graphic Arts, Digital Media, New Media, Humanities, Film/Media Studies, Animation, Indigenous Studies, Web Design or other related disciplines
- Excellent verbal and written communication skills.
- Bilingual French/English language skills are an asset.
- Experience in and/or a passion for the arts with an interest or background in online arts programming, film/digital media production, cinema studies, visual arts or art history.
- Competency in technical image and video editing skills (Adobe Creative Suite, especially Photoshop + Premiere)



- Familiarity managing social media (Facebook, Twitter, Instagram...) and an interest in marketing and communications for the arts
- Familiarity with internet and web design (Basic HTML). Basic experience using web content management systems, performing data entry, page layout
- Advanced research and writing skills.
- Ability to work independently and exercise good judgment, as well as be part of a team.
- Able to adapt to changing priorities.

**NOTE: This is a remote working position. The employee must have their own computer and access to a reliable internet connection to complete this contract.**

**Canada Summer Jobs eligibility requirement:**

1. be between 15 and 30 years of age at the start of the employment\*\*;
2. be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment\*\*; and,
3. have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

**\*\* Find more info about CSJ eligibility guidelines here: <https://www.jobbank.gc.ca/youth>**

---

**TO APPLY:**

Please send your CV and brief cover letter to [admin@vucavu.com](mailto:admin@vucavu.com) with the subject line "VUCAVU Digital Collections Assistant".

Application reviews will begin June 5, 2023 and continue until the position is filled.

We look forward to hearing from you!