

Summer Student Job Opportunity-Capacity Research Assistant

The Saskatchewan Craft Council is seeking a Capacity Research Assistant to to source, gather and assemble elements required to lay the ground work for a feasibility study on a joint-use maker/creator space in Saskatoon. The project is under the supervision of the Saskatchewan Craft Council but will be managed by a team representing the projects partners: Saskatchewan Craft Council, artSpace Saskatoon Inc. and Dance Saskatchewan.

The Research Project: Laying the Groundwork for a Feasibility Study for artSpace

artSpace plans to develop an artistic hub to promote and support creativity, collaboration and artistic entrepreneurship in Saskatoon. In Nov 2016, the Boards of Saskatchewan Craft Council (SCC) and Dance Saskatchewan (DI) agreed to pursue a feasibility study with artSpace Saskatoon Inc (artSpace) to determine the viability of a joint use facility.

Although the board of artSpace has been careful to develop the concept separate from a location the City of Saskatoon bus barns have been identified as an ideal location for community, tourism, adaptive re-use and proximity to both downtown and bus routes reasons. The City of Saskatoon has been engaged in these discussions, and is working closely with artSpace to determine if this is feasible from the City's point of view.

The project will identify the components required for a feasibility study, assess the research already undertaken, and identify gaps that exist.

Duties will include:

The primary goal is to lay the ground work for a feasibility study on the project. The summer student can assist with assessments in the following areas:

1. Saskatchewan Craft Council, Dance Saskatchewan and artSpace to explore their working relationship and possible ownership models;
2. Identify other potential groups that are interested and would make good partners;
3. Develop official relationships with Indigenous and Newcomer communities;
4. Develop a strategy to create a feasibility study, including:
 - a. Financing the study
 - b. Identifying the components the study needs to address
 - c. Creation of a call for an RFP to develop the feasibility study

Qualifications:

- University 3rd or 4th year undergraduate or graduate student in the fields of Arts Administration, Commerce-Management Program or a Masters of Business Administration, or similar work experience.
- Above average capability with MS Office Programs, including Word, Excel, Access and Power Point;
- Proficiency in photography and uploading of images into a photobank, plus ability to use a digital audio recorder in interviews and for transcriptions of interviews.
- In addition, the candidate will be engaging, be able to communicate comfortably and professionally with a wide range of people from various backgrounds, in written and oral form.
- Experience in research techniques and research management is essential, with a specific understanding of strategic planning and business plan development .
- The successful candidate will be a self-starter, able to meet deadlines and comfortable working within a non-profit arts organizations.
- Holds a valid Saskatchewan driver's license.
- The Saskatchewan Craft Council encourages applications from the Government of Canada's employment equity groups, specifically women, persons with disabilities, visible minorities and Aboriginal persons

Requirements of the Young Canada Works Program:

- proof of citizenship, permanent residency or refugee status
- proof of age at start of employment – between 16 and 30 years of age at the start of employment
- signed contract outlining the responsibilities and commitments including hours to be worked and intention to return to full-time post-secondary studies after employment
- transcripts from previous semester showing full-time student status
- have finished the school term at the start of employment;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW.

The position is located at the Saskatchewan Craft Council in Saskatoon.

This is a full-time position (35 hours per week), at \$13.11 per hour for 12 weeks, beginning May 29 date is negotiable).

The Saskatchewan Craft Council:

The Saskatchewan Craft Council is a provincial organization dedicated to the promotion of Fine Craft in Saskatchewan. Our membership includes professional craft artists, organizations, emerging artists and appreciators of Fine Craft. We operate a public gallery, a boutique, provide programming for our members, and promote the creation and sale of Fine Craft through markets, exhibitions, and special projects.

FOR MORE INFORMATION ON THIS JOB, CONTACT:

Carmen Milenkovic, scc.director@sasktel.net

306.653.3616 ext 5

Applications due: May 19th, 2017

Submit with cover letter to: saskcraftcouncil@sasktel.net

or deliver to 813 Broadway Avenue, Saskatoon, S7N 1B5

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