

Communications, Marketing, and Retail Coordinator Assistant

This position is pending funding by the Government of Canada – Canada Summer Jobs program.

Location:	Clayworx: Ceramic Art Learning Centre, 664 Dundas St. London ON
Salary:	\$19.00/hour
Working Hours:	35 hours/week
Start Date:	May 5, 2025*
End Date:	Aug 22, 2025
Duration:	8 Weeks

* start date negotiable as long as 8-weeks is fulfilled by end date

ELIGIBILITY REQUIREMENTS

- be between **15 and 30 years** of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

JOB DESCRIPTION:

Clayworx is seeking a creative, energetic individual to provide communications and marketing for strategic events and activities that will expand our reach and visibility in the community. They will be resourceful and innovative in promoting and marketing our educational programming, events, and retail store to members and affiliates of our organization as well as the public, communicating our diverse offerings and high-quality programming.

The youth employee will assist the Communications and Marketing Coordinator and be responsible for engaging in all aspects of marketing and promoting special events as well as current and upcoming classes and workshops. They will liaise with stakeholders (members, staff, volunteers, committees, Board of Directors, community organizations and local businesses.), assist with the organizing and monitoring of participant registration, prepare promotional material, and help publicize events.

They will create a dynamic strategy of scheduled posts, videos, reels and carousels for social media platforms (Instagram, Facebook, YouTube), film and photograph classes, events, studio users and their work, update and

organize media archives of photos and videos for optimal use in marketing and assist with content creation for digital e-newsletters.

This role will also include aspects of operations of the retail consignment store - sales, store, and gallery display changes, helping to set up and manage a pilot project of limited online sales of pottery and ceramics, and other administrative duties as required.

RESPONSIBILITIES:

- Prepare templates for newsletters, reports and social media.
- Creation of content for digital e-newsletters and social media platforms.
- Organizing and naming photos in archives for better accessibility.
- Helping to reinforce our branding.
- Assist with and participate in the design of events or project concepts.
- Perform and evaluate day-to-day operations and customer service for retail store including cash handling, store display, and marketing and promotional activities specific to the store.
- Communicate with artist consignees to request new stock, coordinate pickup of old stock, etc.
- Update displays in store.
- Assist with training and scheduling volunteers for the store.
- Maintain inventory tracking.
- Assist Clayworx staff when needed with special events as needed.

REQUIRED QUALIFICATIONS:

- Previous experience working with graphics applications, print and social media.
- Strong computer skills, including Google Workspace (G Suite), Microsoft Suite, Adobe Suite, and Canva.
- Some knowledge of operations in a working artist studio (or willingness to learn).
- Ability to communicate both verbally and in writing in a thorough, clear, and timely manner.
- Ability to effectively work with others.
- Previous customer service or public-facing experience.
- Ability to handle multiple tasks, be flexible, be detail oriented, problem-solve, and prioritize in line with organization goals.

PREFERRED QUALIFICATIONS AND TRAITS:

- Video production/editing experience
- High level of social competence.
- Passion for organization.
- High attention to detail.
- Strong organizational skills.

- Previous retail experience; familiarity with POS systems including Square.
- Team player.

APPLICATIONS REQUIREMENTS:

In a single PDF file (max size 5MB), please include:

- Cover letter.
- Resume (Optional C.V.).
- Up to 10 images of your graphics/design work or links to videos you've created/ edited (optional).
- Reference list (required) or reference letters (optional) - include full names, relationships to you, and contact information.

Please send your application to the attention of the Studio and Facilities Manager at Clayworx via email to technician@clayworx.ca

Clayworx is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities and people with disabilities to apply. Any request for accommodation will be considered throughout the hiring process.

We thank all interested applicants. Please be advised that only those selected for an interview will be contacted.

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Application Deadline: Sunday April 27, 2025