

Communications & National Programs Coordinator: Part time Internship

The Canadian Association for the Performing Arts (CAPACOA) is offering a paid internship for an **Communications and National Programs Coordinator** position. The chosen candidate will help support the delivery of CAPACOA's numerous communications, while also supporting the ongoing knowledge sharing, and daily activities of the organization.

This role will provide the intern with an opportunity to learn more about the sector's aspirations and efforts towards sustainability, accessibility, and change. The intern will also grow their own skills and knowledge, preparing them for a career in the non-profit sector.

Hourly wage: \$19.00/hour

Hours per week: 20-25 (adaptable to support the student's schooling schedule)

Length of contract: up to 375 hours

Relationship to employer: Employee

Location: Remote / Work from home / Canada

Anticipated Start Date: Early September 2026 (flexible)

*This position is funded through [The Student Work Placement Program \(SWPP\)](#), with the kind support of the [Cultural Human Resources Council \(CHRC\)](#). This government funded program gives post-secondary students across Canada paid work experience related to their field of study. The program supports current Canadian students, over the age of 15.

Responsibilities

- Working with the Programs Manager to develop and execute marketing timelines, newsletters, and other related programs communication tasks.
- Aiding in the logistics and event coordination of nationally impacting programs (including the in-person conference, capacity building support program, and online national networking and professional development sessions).
- Bilingually assisting with social media development and management.
- Working together to develop projects and communicating with colleagues about ongoing projects (which includes weekly team meetings).
- Assisting in editing and writing of articles and content, increasing engagement.
- Crowdsourcing or outsourcing compelling information for various platforms.
- Supporting website, Database, and Google workspace management.
- Developing and uploading content to conference event software/app.
- Preparing and dispersing programmes, speeches, participant lists and event documents.

- Assisting team leaders with preparations, such as digital setup, event tech, and other presentation elements for live and online events.
- Scheduling meetings, tracking plans and outcomes, and preparing ordered task outlines.
- Providing positive PR, through courteous, kind, and conscientious communication.

Other tasks/projects may include:

- Supporting national town hall sessions and professional development
- Helping with other CAPACOA projects and ongoing tasks.
- Helping the board and committee meetings

General Requirements

- Preferred level of education: post secondary.
- Strong communication skills, verbal and written, in both official languages.
- Experience working with (or willingness to learn) digital communications tools, including email marketing, websites, blogs, social media, standard office software including the Microsoft Office Suite, Google Suite, and image/video editing software.
- Detail oriented, with an ability to set priorities and to take initiative.
- Enthusiastic team-player who is able to juggle multiple/competing priorities
- An adaptive nature as a team player: ready to lead, follow, listen, reflect, or support
- An understanding (or willingness to learn) of challenges facing our sector, and under-recognized community members.
- An interest in a future career within the performing arts and/or not-for-profit sector.
- Following the interview / offer: Provide proof of enrollment from the student's school/ educator (examples: an unofficial or official transcript of records, verification of enrollment form, timetable with clear dates, etc.)

Equal Opportunity Employment

CAPACOA is an equal opportunity employer. We are committed to the principles of equity and diversity in employment. All qualified persons, who meet the SWPP eligibility guidelines, are encouraged to apply. We strive to ensure open and safe work environments for all.

SWPP Requirements

To be eligible for this SWPP funded position, applicants must:

- Be registered at a Canadian post-secondary education institution.
- Be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2.
 - Please note: International students, i.e. persons using a Student VISA or work permit, are not eligible for the funding.

- 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.

How to Apply:

When emailing your application to mail@capacoa.ca with “**Communications and Events Assistant: Internship**” in the email subject line, please include your:

- Resume
- Cover letter

Application Deadline: **Ongoing until the position is filled**

We thank all applicants for their interest in the position. Only those selected for an interview will be contacted.

About the Employer

The **Canadian Association for the Performing Arts/l'Association canadienne des organismes artistiques (CAPACOA)** is a national arts service organization supporting the performing arts touring and presenting community. CAPACOA works to advocate for the interests of Canadian presenters, agents and managers, artistic companies, networks and other stakeholders and the communities they serve, and to provide national-level opportunities for performing arts industry professionals to connect, collaborate, and develop skills.

CAPACOA believes the arts define our society. They are essential to the quality of life of all Canadians. We believe that we must:

- must meet the needs of our members
- offer a strong network of peers
- empower our members so they can best serve their communities
- take a leadership role in the development of the performing arts in Canada
- be a catalyst for innovation in the performing arts

For more information about CAPACOA please visit our website: <https://capacoa.ca>