



St George's Round Church (Anglican)
2222 Brunswick St , Halifax
www.roundchurch.ca

Student Summer Job: Saint George's Anglican Church is one of Halifax's hidden historical & architectural treasures. **We seek an independent, self-motivated post-secondary student to fill the combined position of Publicity Assistant/Researcher/Interpretive Guide.**

Duties include:

- Engage in historical and architectural research relating to the parish and church buildings to develop a script for use as the interpretive guide & conduct tours.
- Complete the layout & design for 'architectural self-guided tour' brochure currently being developed by the parish archivist.
- Develop a Welcome to/About the Parish brochure for visitors and potential parishioners. [If sufficient language skills are present – translation of both of these brochures to French and or German.]
- Develop enhanced content for the parish website about the history and architecture, including layout and design of pages.
- Assist webmaster with website assessment and implementation of a new website design.
- Liaison activities with area hotels and tour companies to attract tourist traffic to St George's.
- Assist the Publicity Chair (and committee) in creating an overall plan of recurring events during the budget year. Develop an annual timeline of tasks and when they need to be completed. Assist the Chair and committee with publicity tasks during the time of their employment. This will include the publicity and production of the 3rd annual "In the Round" concert by the St George's choir.

The ideal candidate is majoring in one of the following disciplines: history, public relations, tourism & hospitality. This individual is mature, self-motivated and able to work effectively with minimal supervision. They have excellent oral and written communication skills in English. Bilingualism (French or German) is considered a strong asset.

Additional experience and qualifications include:

- previous successful experience in customer service or tourism
- previous successful experience with historical or archival research
- previous successful experience in public relations or marketing for not-for-profit organizations
- demonstrated skills with print layout & design.
- Web design skills & knowledge of html coding.
- knowledge of open access word processing and graphics editing software.
- familiarity of the Anglican Church of Canada

Position dates: 17 May – 3 September 2010. This position involves some weekend work with time off during the week.

Rate of pay: \$12.50/hour, based on a 32.5 hour work week.

This position is funded in part by the *Nova Scotia Student Employment Programme*. To meet the requirements of the programme candidates must provide proof (copy of transcript or acceptance letter) of return to full-time studies in September 2010.

Electronic applications only please. Send a cover letter and CV including 3 references in Microsoft Word or PDF format to webmaster@roundchurch.ca

Application deadline: midnight, Wednesday May 5, 2010.