

Music - Production Assistant

Position Summary

Reporting to the Music Officer, the Production Assistant plays a key role in supporting the Kingston music scene. This role includes a combination of marketing and communications support, venue research, assistance with preparation for upcoming shows and industry events and on-site support during active productions. The creative industries, including music, are key markets for tourism in Kingston, which has a vibrant live music scene that attract visitors. This role is ideal for students or recent grads from a music, media, or marketing program with an interest in pursuing a career in arts administration and the music industry. This role also has the opportunity to collaborate with other portfolios at Tourism Kingston, including Film and Media, Business Events, Sport and Wellness, Visitor Services, and leisure travel. This is a full-time (35-hour) summer position.

Working Conditions

This is a hybrid position, working Monday to Friday from 8:30 am to 4:30 pm, most days at the Tourism Kingston office in downtown Kingston, with occasional flex hours (evening/weekends) to support community music events offsite. The position requires the use of personal equipment such as a computer and access to the internet.

Key Responsibilities

- Conducts research to inform planning and content development related to the music portfolio.
- Writes and translates content for social platforms, websites, and micro-sites.
- Uses community outreach to ensure website events, stories, and promotions are current and accurate.
- Drafts industry and consumer newsletters, soliciting content and feedback from the Tourism Kingston team.
- Assists with internal communications including reports, plans, and grants.
- Assists with digital communications, including presentations, video and photo assets, photo/video library maintenance, music directory, and digital graphics.
- Supports ongoing research, and current initiatives (including the Slight Music Video Program, Bandwidth: industry insights, In The Key of Kingston)

Education/Eligibility

The ideal candidate is a current student or recent graduate from a music, media, or marketing program with an interest in pursuing a career in arts administration.

CSJ (federal): Based on grant funding, this role is open to applicants up to the age of 30 who are Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and who 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.

Experience

- Proficiency in Microsoft Office components, specifically Outlook, Word, Excel, and Teams; experience with database entry and management preferred.
- Proficiency in Canva, social media marketing, and copywriting.
- Developed interpersonal communication skills.
- Demonstrated ability to plan and organize work effectively.
- Understanding of professionalism, initiative, and independence in the workplace
- Fluency in English required; bilingual (English/French) preferred.

How to Apply

Please submit all applications to moira@tourismkingston.com. Only successful applicants will be notified.