

CAPE BRETON CENTRE FOR CRAFT AND DESIGN
Location: **322 Charlotte Street, Sydney, Nova Scotia**



The mandate of Cape Breton Centre for Craft & Design is to promote excellence in the field of craft and design through education and training, exhibitions and special events. We are committed to developing programs that preserve, elevate, expand, and enhance the creation of craft. We serve the craft community of Cape Breton Island from beginners and recreational practitioners to highly accomplished professionals, offering instruction as well as resource and support services.

The intern will report to the Craft Business Incubator Coordinator while equally interacting with the other full-time staff members. The staff will provide supervision throughout the internship and all work will be monitored to ensure the desired outcomes are met.

Cape Breton Centre for Craft & Design has a three-year strategic plan where a Digital Design Lab will be created in the craft sector for 2020 - 2021. The Research Assistant intern would assist the Centre in determining the overall usage and operation of the digital design lab.

Research Assistant (Digital Design Lab Development)–9 credits (375 hours) May – August \$15/hour

Research Phases:

Phase 1: The Industry

It would be looking at other digital labs and their history. What do they do? What do they charge? How do they promote themselves? How it affects their communities? Are there any potential challenges?

Phase 2: The Centre's Potential Needs

What are the HR requirements? What equipment is needed? How much space would this equipment need? How much would it cost? Where could we get funding?

Phase 3: The Day to Day

Can the digital design lab generate revenue? What is the possible programming for the lab relating to digital design and craft?

At the end of the placement, we would have a detailed document that shows the viability of the project and the steps to create the lab. The intern would have the ability to learn how to set up an art space from scratch and would be great for their resume.

This position would include the following tasks:

- Cold calling and being the liaison with contractors, sales people and others.
- Researching required space equipment, HR and funding mechanisms to develop digital programming.
- Assist in the preparation of budgets.
- Training will be provided as needed.

Skills Required

- Enjoy research, reading and recording information;
- Ability to communicate effectively orally and in writing in English;
- Excellent organizational skills (especially multi-tasking in a busy office / gallery environment);

- Ability to work as a team member, but also is self-motivated;
- Must be able to work methodically and independently for periods of time with high attention to detail.

To apply:

Interested applicants should submit their resume, cover letter and three references, no later than **Wednesday, April 10, 2019** to:

Lori Burke, Executive Director, at lori@capebretoncraft.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Cape Breton Centre for Craft and Design is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programs and services.