



Special Events Program Planner

Canada Summer Jobs 2026 | 62 Albert Street, Winnipeg, MB | In-Person

 June 22 – Aug 28, 2026

 10 Weeks | 300 Hours

 \$16.00/hour

 30 hrs/week

 Some evenings & weekends

POSITION SUMMARY

The Special Events Program Planner will support the planning, preparation, and delivery of Artbeat Studio's events, workshops, and community programs. Working primarily out of Artbeat's office at 62 Albert Street, this youth will be a key player behind the scenes – and on the ground – for some of Artbeat's most exciting upcoming events, including a **book launch**, a **Halloween fundraiser**, an **art auction**, summer programming, and more. The role offers hands-on experience in event coordination, sponsorship outreach, community engagement, and not-for-profit program delivery.

KEY TASKS AND RESPONSIBILITIES

- Assist with the planning, coordination, and execution of Artbeat Studio events, including a book launch, Halloween fundraiser, art auction, First Fridays exhibitions, pop-up workshops, and other summer and fall programs
- Support sponsorship outreach efforts – researching potential sponsors, drafting communications, and helping to cultivate relationships with community partners and funders
- Help coordinate event logistics such as materials, creative stations, tents, tables, signage, and participant resources
- Support artists and facilitators in running interactive art activities for community members of all ages
- Greet participants, provide information, and help ensure a safe and welcoming environment at all events
- Track materials, maintain supplies, and assist with setup and cleanup before, during, and after events
- Assist with digital documentation including taking photos or videos of events for reporting and social media promotion
- Support sustainable practices at events, including minimizing waste and reusing materials
- Contribute ideas for creative programming and participant engagement to enhance community involvement
- Assist with administrative tasks related to events, such as attendance tracking, registrations, and communication with participants
- Collaborate with Artbeat staff to ensure events run smoothly and reflect the organization's mission of community engagement, creativity, and mental health support
- Other duties as assigned by Artbeat Studio staff

WHAT WE'RE LOOKING FOR

The ideal candidate is organized, energetic, and enthusiastic about community events and the arts. We are looking for a youth who:

- Has an interest in event planning, fundraising, arts administration, or community programming — or a strong desire to develop these skills
- Is organized and detail-oriented, able to help manage logistics and keep multiple moving parts on track
- Is confident and personable — comfortable reaching out to potential sponsors, partners, and community members
- Is comfortable working with diverse community members of all ages and backgrounds in a public-facing environment
- Brings a positive, flexible attitude and can adapt to the fast-paced, sometimes unpredictable nature of live events
- Is self-motivated and able to take initiative while also working collaboratively as part of a small team
- Has an interest in the arts and believes in their power for community connection and wellbeing
- Is available and willing to work some evenings and weekends as events require

Experience in event support, fundraising, volunteering, or community engagement is an asset but not required — enthusiasm and a willingness to learn are what matter most.

SKILLS & EXPERIENCE GAINED

Meaningful hands-on experience in event planning and coordination, sponsorship and fundraising outreach, community arts programming, logistics management, digital documentation, and nonprofit administration.

CANADA SUMMER JOBS ELIGIBILITY

Applicants must:

- Be **18–30 years of age** at the start of employment (*While the Canada Summer Jobs program is open to youth 15–30, due to the adult nature of our programming, a minimum age of 18 is required*)
- Be a **Canadian citizen, permanent resident, or protected person** under the *Immigration and Refugee Protection Act*
- Be legally entitled to work in Canada

HOW TO APPLY

Please submit your **resume and cover letter** to contact@artbeatstudio.ca by **May 21, 2026 at 5:00 PM**.

Shortlisted applicants will be invited to an **informational tour of Artbeat Studio and its programs** during the week of May 25. Attendance at the tour is mandatory for consideration. Formal interviews will be scheduled from within the tour group only.

Artbeat Studio is committed to equity and inclusion and encourages applications from all qualified individuals. | This position is funded in part through the Canada Summer Jobs program.