

## **POSTING: Communications Assistant**

Term: 8 weeks, 4 days a week

Compensation: \$20/hr

Schedule: 9:30 AM – 5:30 PM, Tuesday – Friday

Location: Onsite, Toronto, ON

Start Date: May 2026

### **About the Museum**

The Textile Museum of Canada is the largest museum in the country dedicated to textile arts. Our mission is to ignite creativity, inspire wonder, and spark conversation through the global stories woven into our collection and contemporary exhibitions.

### **Position Overview**

Reporting to the Communications and Systems Coordinator, the Communications Assistant will support and enhance Textile Museum of Canada marketing and communications initiatives. Key responsibilities include designing multi-channel marketing collateral, assisting with event documentation and content creation, and supporting file management tasks as needed.

### **Key Responsibilities**

- Support development and implementation of outreach strategies including communications, marketing and promotions, and social media
- Write, edit, and coordinate written and graphic content for the Textile Museum's social media platforms, newsletter, and other communications as needed
- Create/edit short-format and long-form content for social media (i.e. TikTok, Instagram Reels)
- Review social media analytics reports and suggest strategies to increase engagement.
- Support preparation of media releases and solicitation of media coverage.
- Ensure consistency of brand guidelines across media channels and formats
- Capture audiovisual (photographs, videos, audio) of programming, events, and day-to-day activities at the museum
- Support file organization and data migration tasks as needed

## **Preferred Qualifications and Skills**

- Knowledge/interest in photography, videography, graphic design, and content creation.
- Experience using various editing software (Adobe, Canva, CapCut, etc.)
- Strong organizational skills, attention to detail, and ability to meet deadlines.
- Experience in social media strategy and platform optimization.
- Ability to develop creative concepts that align with the Museum’s brand identity.
- Ability to fact-check and conduct scholarly research for content generation
- Relevant field of study in Marketing and Communications, Public Relations, Digital Arts or other related fields.
- Familiarity with social media channels (Instagram, Facebook, TikTok, LinkedIn, etc)
- Excellent English communication skills, both written and verbal
- Keen to learn about and share Textile history and culture
- Works well autonomously, and in a team, with a positive “can-do” attitude
- Proactive, adaptable, and able to balance creative and strategic thinking.

## **Eligibility**

This position is funded by the Government of Canada through the Canada Summer Jobs (CSJ) program. To be eligible, applicants must:

- Be between 15 and 30 years of age
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada
- Have a valid Social Insurance Number (SIN)

## **How to Apply**

Please submit the following to [hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca) with the subject line

**Communications Assistant Application - [YOUR NAME]:**

- Letter of Interest
- Resume
- Portfolio or communications project examples (previous social media posts, graphic design, etc)

Applications will be reviewed on a rolling basis until April 26, 2026.