

Job Details

Position Title: Events and Communications Intern

Status: Part-time Student Work Study

Hours: Up to 20 hours/week

Duration: September 2, 2025 – March 31, 2026

Faculty/Department: Humber and Guelph-Humber Library, Lakeshore Grounds Interpretive Centre and Humber Archives

Campus/Location: Lakeshore or North Campus

Salary: \$17.60/hour

Occasional evenings and weekends

This is a blended position, with one day remote work per week

This position requires Humber Work Study approval

Apply Via Email by August 17, 2025, to Nadine.Finlay@Humber.ca

Subject Line: "Events and Communications Intern"

About the Events and Communications Intern Role

Reporting to the Academic Manager, Archives and LGIC, the Events and Communications Intern is a creative and collaborative team member supporting the Lakeshore Grounds Interpretive Centre and Humber Archives.

- Assist with the planning and delivery of events and programming, including the annual New Toronto Holiday Market, exhibitions, and gallery-related activities.
- Develop and distribute marketing materials for events, exhibitions, and programs across physical and digital platforms.
- Write and design digital content for web and social media, including copywriting, editing, and layout; review analytics and engagement with the team.
- Collaborate with stakeholders, partners, and community members in project planning, digital engagement, and in-gallery experiences.
- Participate in team meetings and project coordination, contributing to documentation, and supporting additional duties as assigned.

About You

You are passionate about storytelling, community engagement, and creative communication. You enjoy working in dynamic environments and are excited to contribute to meaningful cultural programming that connects people to place and history.

Experience

- Minimum of one-year total experience in communications, events, marketing, or heritage-related roles, including internships, coursework, and/or volunteer work.
- Demonstrated interest in community engagement, storytelling, and digital communications.
- Familiarity with social media platforms, storytelling, photography, content creation tools, or event planning is an asset.