



## NBMA 2024 – Yearbook and Photography Coordinator

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### **Position: Yearbook and Photography Coordinator**

The NBMA is seeking qualified individuals who can provide photograph and digital arts lessons to youth as well as organize the creation of the NBMA summer yearbook.

**Dates of Employment:** July 1 – August 9, 2024

### **Note:**

- These dates / weeks include the program dates.

### **Objective:**

- To help support the instruction and supervision of youth in photography and digital arts classes as well as create the NBMA summer yearbook

### **Responsibilities:**

- Collaborate with the Supervisor and Arts and Youth Coordinator
- Design the yearbook using CANVA
- Advertise to sell the yearbook
- Organize the printing of the yearbook (requires going to Ottawa)
- Communicate with families about yearbook photos
- Plan and provide photography instruction to youth

### **Qualifications/ Prerequisites:**

- Min.16 years old
- Standard First Aid and CPR
- Digital arts or yearbook experience an asset
- Experience working with CANVA
- Leadership experience an asset
- Enjoy working with children
- Laptop computer is needed for the position

Please send any questions to Sarah Bolton, the Director of Musical and Arts at: [sarahaliciabolton@gmail.com](mailto:sarahaliciabolton@gmail.com)