Canada Council for the Arts Internships 2026 / 2027 Apply Here

Description
Are you passionate about the arts and looking to gain valuable work experience with an organization dedicated to supporting the Canadian arts community? The Canada Council for the Arts offers internship opportunities for dynamic individuals interested in a hands-on learning experience in a dynamic, creative environment.

Responsibilities

- **Supporting Program Initiatives:** Work alongside experienced professionals to assist in the planning, execution, and evaluation of arts programs and initiatives.
- **Research and Analysis:** Conduct research on various arts-related topics and provide analysis to support the development of policies and programs.
- **Administrative Support:** Assist with administrative tasks, including data entry, document preparation, and scheduling meetings and events.
- **Communication and Outreach:** Collaborate on communications and outreach efforts to engage with the arts community, including artists, cultural organizations, and the public.
- **Project Assistance:** Participate in project-based work to support the Council's mission, such as grant application processing and artistic evaluation.
- **Professional Development:** Engage in professional development opportunities and gain insights into the inner workings of an organization dedicated to the arts.
- **Collaborative Environment:** Work closely with a diverse team of professionals and fellow interns in a supportive and collaborative atmosphere.

Qualifications

- A passion for the arts and a strong interest in supporting the Canadian arts community.
- Enrollment in or recent completion of a relevant degree program (e.g., arts, cultural studies, public administration, communications, etc.).
- Excellent communication skills, both written and verbal.
- Strong organizational and time management skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.

Job Benefits

- Valuable work experience in the arts and culture sector.
- Exposure to various facets of arts administration.
- Networking opportunities with arts professionals and organizations.
- A supportive and inclusive work environment.
- Competitive stipend for interns.

Hiring organization
Canada Council for the Arts

Employment Type
Intern

Duration of employment
3 Months

Industry
Government Administration

Job Location
Ottawa, Ontario, Canada, K1A, Ottawa, Ontario, Canada

Working Hours
09

Date posted
April 4, 2026

Valid through
02.11.2028

Contacts

1. **Prepare Your Application Materials:**
   - Resume: Create a well-organized resume highlighting your education, work experience, relevant skills, and any involvement in the arts or cultural activities.
   - Cover Letter: Write a compelling cover letter that explains your passion for the arts, your interest in interning with the Canada Council for the Arts, and how your skills and background align with the position.
   - Supporting Documents: Include any additional documents requested in the job posting, such as transcripts, reference letters, or a portfolio of relevant work.
2. **Compose an Email:**
   - Create a new email in your preferred email client.
3. **Address the Email:**
   - Address the email to the designated email address provided in the job posting. Ensure that you address it to the appropriate contact person or department if specified.
4. **Subject Line:**
   - In the subject line of your email, include "Arts Internship Application – [Your Name]." This helps to ensure that your application is easily identifiable and properly routed.
5. **Email Content:**
   - In the body of the email, briefly introduce yourself, express your interest in the internship, and mention any specific details requested in the job posting (e.g., availability or desired start date).
   - Attach your resume, cover letter, and any other required documents to the email.
6. **Double-Check Your Application:**
   - Before hitting send, carefully review your email and attachments to ensure there are no typos or formatting issues.
7. **Send Your Application:**
   - Click the "Send" button to submit your application. Ensure that you receive a confirmation of the sent email.
8. **Follow-Up:**
   - If you don't receive an acknowledgment of your application within a reasonable timeframe, consider sending a polite follow-up email to confirm that your application was received and inquire about the expected timeline for a response.