

Job Title:	SUMMER CREATION ASSISTANT – CREATE IT!
Recruitment Ref #:	CSA 2025 CREATE
Location:	Civic Centre Resource Library
Salary:	\$18.05
Start Date:	June 9, 2025
Duration:	10 Weeks (August 2025)
Hours:	35 hours per week
Responsibilities	Assist in the implementation of programs and services in Create It – a digital creation lab. Contribute to the development and delivery of digital creation lab resources and services featuring a digital media lab with a Photography & Video Studio and Recording Studio. Support the Digital Creation Specialist in the daily operation of digital creation services including facilitating access, troubleshooting and maintaining resources and technologies. Duties will include working with individuals in the studios, troubleshooting technological issues with equipment, providing support to users, creating and updating training and troubleshooting documents for use by library staff and other space users, and assisting with creating and running learning programs/activities for individuals and groups of all ages, including children and families. Duties may also include promoting creation space services in the community.
Requirements:	<ul style="list-style-type: none"> • Current student or recent post-secondary graduate in a recording engineering or sound technician program, filmmaking or photography, or related field. Or significant practical understanding of these technologies. • Knowledge of Logic Pro, Adobe Creative Suite, and ability to work in a Mac environment. • Ability to work with sound recording equipment and musical instruments and technology. • Ability to work with film and photography equipment. • Demonstrated ability to communicate effectively, verbally and in writing. • Bilingual in French/English is an asset. • Ability to speak other languages relevant to the community is an asset. • Ability to follow instructions. • Ability to lift and carry • Meets the Candidate Eligibility Requirements of the Canada Summer Jobs program.
How to Apply:	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and recruitment reference #CSA 2025 CREATE. Incomplete submissions will not be accepted. Applications should be addressed to: The Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted by applying through our Applicant Tracking System on our website at https://www.vaughanpl.info/jobs#ats
Closing Date of Posting:	NO LATER THAN TUESDAY, MAY 6, 2025 AT 4:00 PM
For further information:	Please contact vpljobs@vaughan.ca

<p>Other:</p>	<p>In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.</p> <p>Vaughan Public Libraries aspires to employ a staff that fully represents the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our staff complement and in the work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply. Vaughan Public Libraries is a proud recipient of the Angus Mowat Award of Excellence, awarded by the Ministry of Tourism, Culture and Sport for our Belonging Initiative. This celebrated an all-encompassing movement toward diversity, equity and inclusion across the entire organization — in our corporate culture, our operations and our relationship with the community, through services, resources, programming and spaces.</p> <p>Vaughan Public Libraries is committed to the principles of the Accessibility for Ontarians with Disability Act (AODA). As such, we strive to make our recruitment, assessment, and selection process as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact vpljobs@vaughan.ca. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the recruitment cycle.</p>
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