



Summer Administrative Assistant

Aeolian Hall, London, Ontario

Summer 2026

Workplace Information: In-Person, 8 Week Contract

Salary: \$18.00 per hour / 35 hours per week

Education: Post-secondary

Start Date: June 22nd, 2026

About Aeolian Hall

The Aeolian Hall is a historic and vibrant cultural hub in London, Ontario, dedicated to presenting high-quality music, performing arts, and community programs. Our mission is to promote inclusivity, diversity, and artistic excellence while enriching our community.

Position Overview

The Summer Assistant Administrator will provide vital support to the El Sistema Aeolian team by managing administrative tasks, assisting with communications, and creating promotional material. This role is ideal for individuals passionate about arts administration and community engagement, offering hands-on experience in a dynamic and collaborative environment.

Key Responsibilities

Administrative Support

- Assist with data entry, filing, and other organizational tasks
- Help to maintain accurate records of schedules and program documentation

Communication and Outreach

- Help create and distribute promotional materials and program updates
- Assist with social media posts and website updates to highlight program activities
- Help create videos and print material to be used in future fundraising campaigns
- Collaborate with the team to engage with stakeholders, including parents and community partners



Volunteer and Participant Support

- Coordinate and communicate with volunteers to ensure successful event execution
- Provide on-site support during program activities, ensuring smooth operations
- Foster a welcoming and inclusive environment for participants and families

General Support

- Work closely with the El Sistema Aeolian team to address program needs and challenges
- Assist with other duties as required to ensure the success of the summer program

Qualifications

Education and Experience

- Enrolled in or recently graduated from a program in arts administration or a related field
- Previous experience in video editing is an asset

Skills

- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Workspace
- Familiarity with social media platforms
- Familiarity with programs such as Photoshop and Canva

Personal Attributes

- Passion for community development and the performing arts
- Friendly, approachable, and able to work effectively in a team
- Adaptable and able to handle multiple tasks in a fast-paced environment

Working Conditions

- Office-based work with occasional on-site support during events and activities
- Flexible hours, including some evenings or weekends as needed



This position is funded through the Canada Summer Jobs program. Applicants must meet the criteria for Canada Summer Jobs in order to be eligible for this position.

Canada Summer Jobs Requirements:

- Be between the ages of 15-30 at the start of the employment period
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Interested applicants may send a resume and cover letter in a single PDF document to Bryan Gloyd, at info@aeolianhall.ca no later than Friday, May 15th, 2026.