

Communication and Admin Intern, daphne

This is an opportunity created through the [Community-Based Internship Program](#) at Concordia University.

Description of Organization

[daphne](#) is a non-profit Indigenous artist-run centre committed to serving the needs of emerging, mid-career, and established Indigenous artists through exhibitions and associated programming, workshops, residencies and curatorial initiatives. daphne encourages a culture of peace through critical, respectful exchange with our Indigenous and non-Indigenous peers and audiences.

Learn more about daphne:

[Facebook page](#) | [Instagram](#)

Responsibilities and deliverables

One key project for the Communications and Admin Intern is the assisting with daphne's membership drive. Execution of this project includes tasks such as:

- Information management (e.g. moving data from excel sheets to Zeffy)
- Updating existing email templates
- Developing texts and/or graphics to support the drive in collaboration with social media staff
- Other potential administrative tasks depending on the student's interests and skillset

The intern will also be space support duties, which includes:

- Attending and assisting exhibits openings
- Gallery sitting and space clean-up
- Being present at workshops and artist talks
- Potential for support in curation, planning exhibit, outreach (based on your interests and skillset)

Assets and Requirements

- Enrolled Concordia students in an undergraduate or graduate degree program until the fall 2026 term
- Students who are First Nation, Métis, and Inuit will be prioritized for this position
- Strong verbal and written communication skills
- Ability to work independently
- Knowledge of Google Workspace
- Organizational skills
- Languages
 - English level – professional working proficiency (C1)
 - French level – limited working proficiency is required (B1), enough to greet people at our gallery. Native level an asset
 - Ability to speak Indigenous languages an asset

Duration: Week of January 19, 2026 - Week of April 13, 2026 (12 weeks)

**The internship has a possibility for renewal over 2 following terms, provided the intern remains eligible (i.e., still registered in a degree program) and the host is interested.*

Site of employment: Hybrid

The Communications & Admin Intern will be in-person at the gallery at least 2-3 days a week, and can complete the rest of the hours from home.

**All interns are also welcome to come [co-work at the SHIFT Centre \(LB-145\)](#) throughout the work week.*

Hours: 180 hours (15 hours/week)

Remuneration: \$3,750



Please note that the awards are sent in 2 instalments at mid-semester and the end of the semester.

Deadline: January 5, 2026

To apply, please [fill out our application form](#) with a CV and a cover letter.

If you have any questions about the application process, please reach out to shinling.low@concordia.ca.