



# Campaign Communications Associate

Reporting to the VP, Brand & Audience Development, the Campaign Communications Associate is a key communications role dedicated to the support of the Arts Commons Transformation (ACT) campaign. This is a full time salaried, term contract (five year) position.

You are an expert communicator with extensive knowledge of the media landscape. Utilizing your communications skills in journalism, writing, public speaking, media relations and social media, you will play a key role in activating consistent communications, support, and awareness of ACT to stakeholders, community groups and members of the public through all stages of the campaign.

You are a multitasker and pro-active thinker and strategist, who is flexible to change in a constantly fluctuating environment. In addition, you can handle all information ethically, accurately, and confidentially.

When you are not busy developing strategic communications plans, you are helping key staff in preparing for all ACT campaign related activities and media opportunities, keeping up with current trends in media and public relations, or even collaborating with team members on special projects.

## At a glance

**Employment:** Term contract (5 yrs), Salaried

**Hours:** FT (40 hrs); occasional evenings and weekends, as required

**Start Date:** April 2022

**Salary:** \$50,000 - \$63,000 annually

**Location:** Calgary (in-office)

Join us today and see for yourself some of the many reasons why we were voted one of Alberta's Top Employers!

**To apply, send your resume and cover letter to:**

[employment@artscommons.ca](mailto:employment@artscommons.ca)

**Deadline: March 10, 2022**

## Who we are:

Arts Commons is embarking on a new path to support the Arts Commons ecosystem inclusive of artists, resident companies, and community groups. As one of the largest performing arts centres in Canada, Arts Commons strives to break down barriers to cultural participation by providing a modern, open, and inclusive gathering space in a central location.

### We are:

Stewards of an arts ecosystem

- Our mandate is to provide and care for artists and arts organizations

An Arts Presenter

- Our mandate is to produce and present multiple series, presentations and education programs annually

A Facilitator

- Our mandate is to ensure equitable access and utilization of our assets, by ourselves, our Resident Companies, and the community at large



## What we offer:

On top of the excitement of working inside one of Canada's top performing arts facilities with a team of professionals that share a passion for the arts, Arts Commons offers a competitive salary and a wide range of benefits:

- A collaborative, engaging and values driven work environment
- An annual salary in the range of \$50,000 - \$63,000
- A comprehensive health and dental benefits package, with RSP matching and access to an Employee & Family Assistance Program (EFAP)
- A positive working culture, keeping employee physical & mental health and wellness a priority with generous paid time off policies and an annual lifestyle allowance
- A dynamic role that will have you engaging with the arts and communities in many ways

## What we value:

We are looking for individuals who share our vision of building a creative and compassionate society, inspired through the arts. Our team is made up of people with a diverse range of interests — singers, actors, musicians, playwrights, coaches, teachers, gamers, bakers, photographers, athletes, dancers. People whose interests encompass the widest spectrum. We even have furry, four-legged friends in the office. We value people who strive to do the right thing, and work to be their best. People with open minds, hearts, and arms.

## What you will get to do here:

With a focus on strategic communications for the Arts Commons Transformation (ACT) campaign, the Campaign Communications Associate is responsible for handling internal & external campaign communications and taking the lead on media relations related to campaign activities.

As the Campaign Communications Associate, you will develop and oversee the implementation of a communications plan for the ACT campaign, as well as develop and support strategies to gain greater brand recognition for ACT. This includes the development and creation of campaign communications materials, participation in key ACT meetings, as well as proactively managing, liaising, and developing relationships with the media and public concerning ACT.

### Strategic Goals:

Develop and implement all aspects of a campaign communications strategy and all related duties and projects for ACT.

### Where you fit within our ecosystem:

The Campaign Communications Associate is part of the Brand & Audience Development (BAAD) team. This team is responsible for all marketing, communications, ticketing, sales, and audience development initiatives at Arts Commons. This position will work very closely with members of the Development & External Relations team, senior leadership members, the President & CEO's office, members on ACT related committees, and partner organizations involved in the ACT campaign. This position will also be interacting regularly with the media, stakeholders, and members of the public.

## You will be a great fit if you...

### Must have:

- Minimum 5-years of experience in media relations or as a journalist, or comparable equivalent of lived and worked experiences
- Demonstrated experience dealing with media, including print, radio, television, and online media sources
- Outstanding communication skills including public speaking, writing, formal presentations, and social media
- Experience in developing strategic communications plans
- Ability to work independently with the flexibility to take on a wide variety of assigned duties and projects
- Ability to work collaboratively in a team environment and with senior level staff
- Ability to apply current trends in media relations, writing/editing, public relations, issues management, product development, advertising, and promotion
- Ability to analyze outcomes of communication efforts
- Strong project management skills and experience managing multiple resources and deadlines
- Demonstrated professionalism, judgement, and discretion in dealing with confidential or sensitive matters
- Advanced MS Office skills (Word, Excel, Outlook & PowerPoint) and Adobe Creative

### Nice to have:

- Post-secondary education in a related field, with an emphasis on journalism, public or media relations, or equivalent combination of education and work experience
- Previous experience working in a fundraising/not-for-profit environment, an asset
- A passion for the arts!

**If you are interested in applying to this exciting opportunity, please forward your resume and cover letter in confidence to:**

#### **Commitment to Inclusion, Diversity, Equity & Accessibility (IDEA)**

As part of our organization's commitment to IDEA, we work to remove barriers in collaboration with a broad range of voices. Removing these barriers begins with the hiring process.

To that end, we are committed to recruiting, hiring, training, and promoting qualified people of all backgrounds, and providing accessible employment practices. Requests for accommodation can be made at any stage of the recruitment process, and applicants are asked to make their accommodation needs known.

It is the unique contributions of all our people at Arts Commons that drives our success. We are committed to providing an environment free of harassment and discrimination for everyone, and we will continue to work to ensure that our teams reflect the diversity of the communities we serve.

#### **Human Resources Arts Commons**

**205 - 8<sup>th</sup> Ave SE Calgary, Alberta T2G 0K9  
Email: [employment@artscommons.ca](mailto:employment@artscommons.ca)**

*Interviews will be conducted on an on-going basis and the job posting will officially close when a suitable candidate is found. For best consideration, please apply by the deadline date. While we hope to fill this position as earliest as possible, our commitment to finding the right candidate may require more time.*

*We thank all interested applicants in advance but will only be contacting those selected for an interview.*

*If you have any specific questions to ask in relation to the role, please send them to the email address above and a member of our team will do our best to respond to you in a timely manner.*