

November 8, 2017

Employment Opportunity

**Communications Manager**

Arts Habitat Association of Edmonton

We are seeking a **Communications Manager** who will develop, oversee and implement Arts Habitat's external and internal company communications.

Arts Habitat is a non-profit company engaged in finding, managing, and developing purpose built space for the arts. Our mission is to nurture, advocate for, and build vibrant, healthy, creative arts spaces. Our current completed projects include *ArtsHub118* and *McLuhan House*, and in development the *Artists Quarters* and *ArtsCommon*. We also manage *Alberta.SpaceFinder.org* with our partners at the Calgary Arts Development and work hand in hand with City of Edmonton administration and Edmonton Arts Council on art-space related issues.

Our "social purpose real-estate" projects strive to deliver multiple impacts included in a quadruple bottom line: social, cultural, economic and environmental.

*This is an excellent opportunity and key position for the person who has the right mix of hands-on experience, education and training in communications, understanding of self-directed work in a small non-profit office environment and a desire to support the arts.*

Working with and reporting to the Executive Director the Communications Manager will:

- develop integrated communications strategies for Arts Habitat, incorporating PR, marketing and online mediums, ensuring messaging is consistent.
- implement a communication plan to increase awareness and recognition for the organisation. Identify and communicate key messages to stakeholders and strategic partners.
- develop relationships with key media to secure and grow media coverage, both online and offline and monitor press stories relating to the company to maximise opportunities for positive PR.
- write and issue press releases, arrange interviews, and compile press kits that convey the company's policies or position on issues.

- oversee production of internal and external materials such as annual reports, brochures, web copy, newsletters and executive presentations.
- coordinating board communications and minutes.
- Overseeing the annual communications budget.

The ideal background:

- Previous experience as a communications manager in the cultural sector would be a strong advantage.
- Highly articulate individual with excellent written and verbal communication skills are essential.
- Related post-secondary degree would be an advantage, but experience will be considered.
- A proven ability to lead communications strategies in other organisations.
- Minimum five years' experience in related work.
- Experience working in a not-for-profit environment.
- Knowledge and proficiency with related Microsoft and Adobe software (we are a Mac office)
- Knowledge of and experience with the Edmonton arts community is an asset.
- Ability to manage multiple priorities and deadlines.
- Ability to travel to meetings throughout Edmonton is important.

Employment Term:

This permanent Full-Time position working from our office at 11342 – 64 Street.

Compensation includes Blue Cross benefit package and is commensurate with experience.

Please submit a cover letter and resume in a single pdf document by email to:

Julian Mayne, Executive Director, Arts Habitat Association of Edmonton

Email: [jmayne@artshab.com](mailto:jmayne@artshab.com)

Closing Date: When suitable candidate is identified.

For more information on Arts Habitat visit [www.artshab.com](http://www.artshab.com)