

Job Posting

Communications and Marketing Coordinator

Employment: Full-time
Supervisor: Director
Salary Range: \$37,000 - \$41,000 with a benefit package
Closing Date: Thursday, October 18, 2018

The Opportunity

Bring your spirit of creative ingenuity to our focused team of professionals. Working both autonomously and collaboratively, in this role you will promote Thunder Bay Art Gallery through digital and traditional marketing and communications channels.

You are:

Curious about art and art making.

You have a talent for uncovering the Gallery's stories and sharing them in ways that engage the community and encourage visitors.

A digital craftsperson.

You live on websites and social media because the web is your natural habitat. You understand the importance of timely, captivating content that appears across multiple platforms. You understand web trends, standards and the best application of different platforms.

Talented at networking.

You see the Art Gallery as a cultural leader and community partner. You make friends for the Gallery in the arts, communications and business sectors and look for beneficial connections with organizations throughout the broader community.

A confident communicator.

You can draw on experience in preparing press releases and media conferences. You put artists at ease so that they can shine during scheduled interviews.

Boldly creative.

You have a designer's eye when creating promotional material. You are comfortable with a camera, photo editing and graphic design software. You think about innovative presentation, but keep deadlines in mind and well-managed.

Naturally collaborative.

Always solutions-minded, you are happy to explore ideas with others. You believe strong internal and external relationships are the key to success in every project, every Gallery initiative.

Committed and strategic.

You understand the goals of the organization and the exciting vision for the future Gallery on Thunder Bay's waterfront. Telling the Gallery story with excitement and clear messaging will be your job.

You possess:

- Three or more years of experience in communications, marketing and/or public relations,
- Superior and agile writing, copy editing and communication skills,
- University degree, specializing in public relations, journalism, communications, marketing, or fine art/art history with equivalent experience in communications and/or marketing and/or digital media,
- Experience in the development, implementation and execution of a communications plan and budget management,
- Online media and internet marketing experience,
- Experience in graphic design for print and web,
- Knowledge of the print production process and supplier negotiations is desirable,
- Facility in both Mac and PC operating systems,
- Web management experience, proficiency in WordPress, Adobe Creative Suite and Microsoft Office Suite,
- Work experience in the cultural sector or not-for-profit organization,
- Knowledge of modern and contemporary art in Canada would be an asset,
- Flexibility to occasionally work evenings and weekends as required.

Thunder Bay Art Gallery and the Community

Thunder Bay Art Gallery is the only public art gallery between Sault Ste. Marie and Winnipeg. The Gallery's mandate to exhibit and collect contemporary Indigenous art and the work of emerging and established regional artists is unique within the city and region. Each year, the Gallery hosts about 20 exhibitions, drawing from our permanent collection, shows of solo artist and group work, and touring exhibitions.

The Art Gallery enriches the cultural life of Thunder Bay (population 110,000), through its programs and partnerships. Art programming at the Gallery is associated with quality instruction, materials, and creativity in the experiences provided. The Gallery is planning to move to an exceptional new facility on the city's waterfront by 2021. This newly-designed space will allow for expanded visual arts programming in a highly-visible location.

How to Apply

Submit a cover letter and resume by email to:

administration@theag.ca

Thunder Bay Art Gallery

PO Box 10193

Thunder Bay, ON, P7B 6T7

Thunder Bay Art Gallery is committed to employment equity and to fostering a positive and diverse workforce that reflects the community. We welcome applications from individuals of all backgrounds. Through our exhibition mandate, we work with Indigenous communities. We value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.