



**Job Title:** Marketing and Communications Coordinator  
**Job Type:** Contract, 12-Month (1-Year) Term, Maternity Leave Coverage  
**Hours of Work:** 20 hours per week, flexible work hours  
**Hourly Rate:** \$22 per hour  
**Opening Date:** December 5, 2024  
**Closing Date:** December 20, 2024 11:59pm

The Tett Centre for Creativity and Learning (The Tett) is a charitable arts organization operating the historical J.K. Tett Centre on Kingston Ontario's waterfront, which is situated on the traditional territories of the Anishinaabe and Haudenosaunee peoples. The Tett fosters creativity and learning in the arts. We provide unique opportunities for arts enthusiasts, professional artists, students, visitors and the community to come together in a vibrant setting. Our mission is to make space for arts exploration, artistic development and creative incubation in Kingston.

The Tett is seeking a **part-time Marketing and Communications Coordinator**. This role involves creating and implementing marketing content and communication strategies that reflect our community arts centre's [Vision, Mission, and Mandate](#). The ideal candidate will show initiative and will effectively work both independently and collaboratively within the Tett Staff team, while reporting to and receiving direction from the Tett Director.

The Tett is committed to fostering an inclusive environment where everyone feels valued, respected, and supported. We believe that diversity is a strength and strive to create opportunities for all individuals to thrive regardless of race, ethnicity, gender, sexual orientation, age, ability, religion, or background. We are dedicated to equity and seek to eliminate barriers to success, promote fairness, and cultivate a culture of inclusion in everything we do. The Tett is an equal opportunity employer and is committed to fair and accessible employment practices.

### **Duties and Responsibilities:**

- Develops, maintains and enhances the Tett's communications to highlight and promote the organization through a range of means including newsletters, digital and print marketing materials, presentations, interviews, blog and website content
- Develops and implements marketing and communications plans to meet the mandate of the Tett as set out in the strategic priorities

- Creates and delivers content to promote programming participation, community engagement, and fundraising initiatives
- Provides support and assistance to sub-tenants and licensees of the Tett to ensure a strong working relationship
- Responds to internal and external inquiries about the Tett Centre
- Gathers, analyzes, and reports key metrics that will inform Tett's communications and marketing plans
- Administers assigned budget(s) through tracking invoices and monthly revenue and expenditures
- Responsible for content management and upkeep across all social media platforms
- Prepares text and visual documentation to support annual reports to the Tett Membership
- Assists in facility operations and fulfills additional responsibilities as required

## **Job Requirements**

### **EDUCATION & EXPERIENCE**

- Bachelor's degree or three-year college diploma in Marketing or related discipline
- Experience in marketing and communications through training or successful equivalent
- 3-5 years of marketing or communications related work experience is preferred

### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to work independently and as an effective team member in a cooperative manner with all members of staff, resident organization members, resident artists, volunteers, and outside agencies
- Exceptional proficiency in both written and verbal communication in English, along with outstanding interpersonal abilities; an additional language is considered an asset
- Effective budget and database creation and management, with excellent organizational skills
- Exceptional working knowledge of Microsoft Office Suite desktop applications with high attention to detail
- Proficient in digital photography and graphic design, with the capability to enhance marketing efforts through creative visuals
- Proficient with design software to create marketing material including Photoshop, Canva, and Adobe Illustrator
- Excellent use of social media platforms including Facebook, Twitter, Instagram, Eventbrite and Mailchimp

- Demonstrated experience in effectively engaging with diverse community groups and knowledge of the principles and practices of community engagement
- Knowledge and experience in creating, promoting, supporting and facilitating IIDEA best-practices in the Arts and Culture Sector regarding communications and marketing
- Capacity to adapt and thrive in a dynamic and flexible environment
- Knowledge of video conferencing programs (e.g. Zoom, Google Meet, Teams)
- Ability to administer meetings and communicate effectively on video conference platforms
- Exceptional proficiency in customer service and interacting with the public at a high level
- Must be able to obtain and maintain a satisfactory CPIC (Criminal Record Check including Vulnerable Sector) at own expense

### **How to Apply**

Interested applicants are invited to submit an electronic cover letter and CV/resume to Brianne Franklin, Director of the Tett Centre for Creativity and Learning at: [director@tettcentre.org](mailto:director@tettcentre.org) with the subject line 'Tett Position'. Only those selected for further consideration will be contacted.

The Tett values diverse perspectives and is committed to providing appropriate accommodations throughout the recruitment and selection process for applicants with disabilities, in accordance with Ontario's Human Rights Code. The Tett uses the AODA as a guide and strives to go beyond this in our accessibility practices.

If you require this job posting in an alternative format or need accommodations during any step of the process, please contact Brianne Franklin directly via email [director@tettcentre.org](mailto:director@tettcentre.org) or by phone 343-266-0009 extension 3090.

All information collected will be managed in compliance with the Freedom of Information and Protection of Privacy Act.

For more information about the Tett Centre for Creativity and Learning, visit [www.tettcentre.org](http://www.tettcentre.org).