



Job Title: Program and Communications Coordinator
Hours of Work: 37.5 hours per week
Salary: \$42,000 to \$45,000 per annum
Benefits: \$2,000 to \$3000 (Health and Work-related Benefits)
Opening Date: February 16, 2023
Closing Date: March 4, 2023 5:00pm

The Tett Centre for Creativity and Learning (TCCL) is a charitable arts organization operating the historical J.K. Tett Centre on Kingston Ontario's waterfront. The TCCL fosters creativity and learning in the arts by providing a unique opportunity for arts enthusiasts, professional artists, students, visitors and the Kingston community to come together in vibrant setting offering an exceptional range of creative and engaging activities.

The TCCL is seeking a Program and Communications Coordinator. This individual is responsible for developing and delivering arts programming and communications to creatively fulfill the Vision, Mission, and Mandate of Kingston's community arts centre. The successful candidate will be a self-starter and able to work independently and as a Tett Staff team member, while reporting to and under the direction of the TCCL Director.

Duties and Responsibilities Include:

- Develops, maintains and enhances the TCCL's communications to highlight and promote the organization through a range of means including newsletters, digital and print marketing materials, presentations, personal communications and website content
- Develops and implements arts programming to meet the mandate of the TCCL as set out in the strategic priorities of the TCCL
- Provides support and assistance to sub-tenants and licensees of the TCCL to ensure a strong working relationship
- Develops and implements communications and marketing plans and activities to promote programming participation
- Responds to internal and external inquiries about programs offered at the Tett Centre
- Manages TCCL program registration
- Gathers, analyzes, and reports key metrics that will inform TCCL's communications, marketing and programming plans
- Makes recommendations for improving and sustaining the relevance and currency of programs and communications
- Administers assigned budget(s) through tracking invoices and monthly revenue and expenditures
- Responsible for managing content and maintaining all social media platforms
- Participates in the Community Engagement in the Arts (CEAC) Standing Committee of the TCCL Board of Directors

- Prepares text and visual documentation to support annual reports to the TCCL Membership
- Supports facility operations and performs other duties as assigned

Job Requirements

EDUCATION & EXPERIENCE

- Bachelor's degree or three-year college diploma in relevant arts discipline
- Formal training or successful equivalent experience in arts education
- Training or successful equivalent experience in marketing and communications
- 3-5 years administrative experience

KNOWLEDGE, SKILLS & ABILITIES

- Able 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
- Strong written and oral communication and interpersonal skills
- Strong budget and database creation and management, with excellent organizational skills
- Microsoft Office desktop applications Excel, Word and PowerPoint with high attention to detail
- Strong photography and graphic design skills to support marketing initiatives
- Proficient with design software to create marketing material such as Photoshop, Canva, and Adobe Illustrator
- Excellent use of social media platforms such as Facebook, Twitter, Instagram, Eventbrite and Mailchimp
- Expertise in program evaluation and survey creation and implementation
- An artistic flair and expertise in successful arts program creation and management
- Knowledge of the concepts of effective community engagement
- Current knowledge of and sensitivity to Equity, Diversity, and Inclusivity for the Arts and Culture Sector
- Ability to be flexible in a dynamic environment
- Knowledge of video conferencing programs (eg. Zoom, Google Team)
- Ability to administer meetings and communicate effectively on video conference platforms
- Must be able to obtain and maintain a satisfactory CPIC (Criminal Record Check including Vulnerable Sector) at own expense
- High level of competence in customer service and dealing with the public

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 with the subject line 'TCCL Position'.

Only those selected for further consideration will be contacted.

The TCCL is an equal opportunity employer and is committed to fair and accessible employment practices. We strongly support and value diversity in the workplace.

Information collected will be handled in accordance 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