



Job Title: Marketing and Communications Coordinator
Job Type: Contract, 12-Month (1-Year) Term
Hours of Work: 20 hours per week
Hourly Rate: \$21 per hour
Opening Date: January 11, 2024
Closing Date: January 28, 2024 11:59pm

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 part-time Marketing and Communications Coordinator. This individual is responsible for developing and implementing marketing content and communications plans 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, interviews, blog and website content
- Develops and implements marketing and communications plans to meet the mandate of the TCCL as set out in the strategic priorities of the TCCL
- Creates and delivers content to promote programming participation, community engagement, and fundraising initiatives
- Provides support and assistance to sub-tenants and licensees of the TCCL 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 TCCL's communications and marketing plans
- Administers assigned budget(s) through tracking invoices and monthly revenue and expenditures
- Responsible for managing content and maintaining all social media platforms
- 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 discipline
- 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
- 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 (e.g. Zoom, Google Meet, Teams)
- 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