

THE NEW GALLERY / 208 Centre St SE / T2G 2B6 / CALGARY / AB / CANADA / T +1 403 233 2399 F +1 403 290 1714 / thenewgallery.org

COMMUNICATIONS & OUTREACH COORDINATOR JOB CALL

Submission Deadline: Sunday, July 15, 2018 @ 11:59PM

The New Gallery (TNG) is an artist-run centre located in Calgary Chinatown on the traditional territories of the people of the Treaty 7 region in Southern Alberta which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). Mohkínstsis – commonly known as the City of Calgary – is also home to Métis Nation of Alberta, Region III.

TNG is committed to providing opportunities and venues for artists that foster social and political creative practices, while engaging and educating audiences through contemporary art. Over the last 40 years, TNG has supported the research, development, and exhibition of hundreds of local, national, and international artists' practices. TNG is now seeking a supportive, insightful individual to join TNG's highly collaborative team in the new role of Communications & Outreach Coordinator.

The Communications & Outreach Coordinator reports to the Director and has a working relationship with TNG staff, interns, volunteers, and the Board of Directors. The Communications & Outreach Coordinator is responsible for developing, implementing and organizing outreach initiatives, and is also the staff lead for organizational communications.

The successful candidate for this position will possess: a knowledge of contemporary art and artist-run culture; excellent written and verbal communication skills; strong copy-edit skills; adept with Mac OS X, social media management platforms (Hootsuite, Mailchimp, Later, or equivalent), Adobe Creative Suite, and Microsoft Office; strong organizational skills and a keen attention to detail; excellent interpersonal skills; ability to be self-directed while working in a team environment; and a passion and ongoing involvement in their arts community. The willingness to work evenings and weekends is required. Fluency in any of the following languages: Blackfoot, Cantonese, Chipewyan, Cree, Dene, French, Mandarin, Sarcee, and/or Stoney (or any other First Nations languages spoken on Treaty 7), and a valid driver's license is considered an asset.

Specific duties include:

- Manage communications with community members, partners, and media regarding all organizational activities
- Contribute to the design, editing, production, and distribution of all outreach and communications material.
- Assist in identifying and developing partnerships with other organizations for collaborative programming.
- Act as a liaison between the Gallery, the media, local cultural groups and stakeholders in support of our activities, representing TNG in a courteous and professional manner.
- Coordinate and implement promotional strategies to ensure consistent brand and character as developed with TNG's staff and Communications Committee
- Work collaboratively with TNG's staff and Communications Committee to create and manage integrated marketing/communication strategies to build audiences for programs, events and services
- Maintain and update organization's website and online content on an ongoing basis.
- Define and manage organizational editorial calendar, including but not limited to email communication, social media, and printed matter.

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- Work collaboratively with TNG's staff, Programming Committee, and community partners to develop outreach programming.
- Participate in fundraising preparations and events as needed.
- Assist with day-to-day operations as needed.
- Attend monthly Board and Committee meetings as needed.

This is a part-time, (8 hours/week) one-year contract with the possibility of renewal. This pilot position is an opportunity for the right individual to learn and grow their skill set, with increased hours pending appropriate funding. Compensation for this position includes a salary of \$18/hour, a monthly health care stipend, and a professional development spending account.

Qualified applicants should submit a single PDF file containing their CV, two writing samples (such as a blog post, press release, newsletter, or brochure), two examples of previous design work, and a letter of interest to TNG's Director, Su Ying Strang, at [su\[at\]thenewgallery\[dot\]org](mailto:su[at]thenewgallery[dot]org) with the subject line "Application: Communications & Outreach Coordinator"

The letter of interest should include a brief outline of the applicant's knowledge of our organization and interest in artist-run centres. The letter should also demonstrate a comprehensive understanding of the position and specifically address relevant qualifications and experiences.

Mailed, faxed, and late applications will not be considered. We thank all applicants for their interest, but due to large application volumes, only candidates selected for an interview will be contacted.

TNG is an equal opportunity employer, and is interested in receiving applications from a broad spectrum of qualified people who are representative of the Province's diversity.

For more information about The New Gallery, please visit <http://www.thenewgallery.org/>