



Canadian Dance Assembly
L'Assemblée canadienne de la danse

Canadian Dance Assembly ~ L'Assemblée canadienne de la danse
476 Parliament St. , 2nd Floor
Toronto, ON, M4X 1P2
tel / tél : 416-515-8444 info@dancecanada.net
www.cda-acd.ca

JOB POSTING Communications and Outreach Manager

Company:	Canadian Dance Assembly (CDA)
Title:	Communications and Outreach Manager
Term:	Part-Time, one year contract (20 hours per week)
Start Date:	October 1, 2020
End Date:	September 31, 2021
Compensation:	\$26,000 for the contract (based on \$25/hr, 20 hours/week)
Other Benefits:	Flexible work hours, professional development/training opportunities, paid vacation time

Overview of the Position

The Communications and Outreach Manager will work closely with other team members in delivering programs, services and initiatives to our members and partners in alignment with the mission and goals of the Canadian Dance Assembly. This role will also facilitate communication and outreach efforts in ensuring timely delivery of information and resources. Our small but mighty team collaborates regularly and supports shared learning for everyone to contribute ideas and develop their knowledge and skills.

Key Responsibilities and Duties

Communications & Information Exchange:

- Lead marketing and communications initiatives to maintain and build relationships with members and stakeholders
- Create, design and distribute e-bulletins and other news items.
- Manage content and listings on the Canada Dance Map and facilitate plans to increase user engagement
- Monitor and maintain website content and social media platforms
- Develop workback timeline for a website migration process, in alignment with the Digital Strategy Plan
- Write news releases, feature stories, annual reports, briefing notes, and social media content as needed
- Manage communications support in alignment with programming initiatives (webinars, zoom, Eventbrite etc.) as well as track evaluation of events
- Assist with general promotion of member activities
- Some general administrative support to the team may be required

Programming/Outreach:

- Coordinate logistics for CDA's outreach programming including online gatherings, member meetings, regional activity, and community meetings
- Occasionally host/facilitate member meetings or other events, or represent CDA at external events (digital-only at present unless public health measures change)



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- Coordinate CDA's involvement and participation in programming events with partners, collaborators and stakeholders
- Develop new programs to support the strategic direction of the organization and the Decolonizing Canadian Dance initiative
- Assist with new member directed collaborations and initiatives, as needed
- In coordination with other staff members, including planning and implementation of CDA's National Conference 2021
- Assist with some database management

Qualifications

- Ability to work effectively both independently and in a team environment
- Comfortable with public speaking to represent the organization or to lead programming events
- Ability to develop and achieve programming goals within budget
- Comfort in managing multiple projects and timelines
- Has an understanding and appreciation of the multifaceted Canadian dance community
- Experience in website management
- Ability to understand and communicate/write in French an asset
- 3+ years experience in a non-profit, or equivalent training and experience, and/or undergraduate degree in Communications/Marketing/Arts Management or a related discipline
- Has project management or event planning experience
- Knowledge of the performing arts, cultural, non-profit, and/or dance sector.
- Experience in outreach activities, engaging communities or member engagement
- Skills in graphic design, video making an asset

Working Environment

We offer a flexible work environment, and an office with standard office equipment is available in Toronto. Currently all staff are working remotely from home in keeping with the current public health measures, and on-going remote work is possible. Some evening or weekend work for events may be required and lieu time will be given for any overtime worked. The Communications and Outreach Manager works directly with the Interim Managing Director and Operations Manager. CDA's working language is English; our communications are bilingual English & French.

CDA may provide a working laptop if needed. Any work related phone expenses or otherwise are reimbursed. We offer flexible working hours, time off in-lieu of any overtime worked, performance tickets, professional development opportunities, and access to Arts & Entertainment Health Plan (CDA will cover 50% of the monthly premiums).

Please note we are accepting applications outside of Toronto as we have transitioned to a digital work environment.

Interested candidates should submit a resume and cover letter to Aviva Fleising by **Tuesday, September 8** to info@dancecanada.net



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We are committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and strongly encourage/prioritize submissions from individuals of all genders, cultures, ethnicities, sexual orientations, and abilities. We are committed to providing reasonable accommodations for persons with disabilities in all parts of the hiring process. If you require any accommodations in the application process, please contact oriana@dancecanada.net

CDA thanks all candidates for their interest. All applicants will receive an email confirming we have received their application; only those selected for interviews will be contacted again.

About CDA: The Canadian Dance Assembly is the voice of the professional dance sector in Canada which promotes a healthy, sustainable environment in which professional dance practice can grow and thrive. CDA cultivates a strong national voice for Canadian dance and supports the development of resources for this field of artistic expression. Through conferences, workshops, and networking events we connect the dance community from coast to coast. cda-acd.ca