

Communications Manager (Permanent, Full-Time)

We acknowledge that the land we gather on, Moh'kinsstis, is the ancestral territory of the Siksikaitsitapi—the Blackfoot people—comprising the Siksika, Kainai, and Piikani Nations, as well as Treaty 7 signatories, the Tsuut'ina Nation, and the Îyâxe Nakoda Bearspaw, Chiniki, and Wesley First Nations. This land is also the home of Métis Nation Region 3. We recognize all Indigenous people of Turtle Island who call Treaty 7 home.

We acknowledge that there has been art, music, dance, storytelling, and ceremony on this land since time immemorial and it is in the spirit of this land and its people that we do our work.

Employment Equity Statement

Calgary Arts Development is an equal opportunity employer and employs people without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities.

While remaining alert and sensitive to the issue of fair and equitable treatment for all, Calgary Arts Development has a special concern with the participation and advancement of members of designated groups that have traditionally been disadvantaged in employment: Black, Indigenous, and people of colour, persons with physical or mental disabilities, and members of the 2SLGBTQIAP+ community.

We are currently working remotely to reduce the risk of COVID-19 contact for our staff, but it is important to note that our office in the Burns Building downtown is unfortunately not fully accessible in the following ways:

- The Burns Building is not fully wheelchair accessible.
- We do not have accessible or gender-neutral washrooms—the closest ones are in the building adjacent to ours, Arts Commons.
- We are not presently equipped with technology that supports those with hearing or visual impairments.

While we seek to rectify this in the future, we feel it is important to be transparent about the limitations of our current facilities.

Who Are We?

Calgary Arts Development Authority is our city's designated arts development authority. We provide grant investments to hundreds of arts organizations, individual artists, and groups. We value relationships, generosity, reciprocity, plain language, and curiosity.

We believe the arts have the power to build our city. Through the arts development strategy, *Living a Creative Life*, our vision is a creative, connected, prosperous Calgary where every resident has the opportunity to live a creative life. We foster a sustainable and resilient arts sector, and support arts-led city building.

Strong relationships are central to our work, and will be particularly central to this role. We honour artists and believe that art is a critical component of public good. We welcome new introductions and partnerships with artists and arts organizations as well as with others whose work may be outside the arts who are trying to make our city great through living a creative life.

Our team has been working towards creating shared environments where all people can feel safe, heard, and validated. A sensitivity to the lived experiences of diverse, marginalized, and equity-seeking people is very important as we continue valuing equity, diversity, inclusion, and accessibility in all aspects of our work.

The Role

We are recruiting a full-time communications manager to join our team. This position is responsible for managing the communications team; scheduling and planning content with other teams; developing, overseeing, and managing the online content strategy; overseeing our social media strategy; and creating, promoting, and managing communications partnerships.

This role will work toward embedding the values of equity, diversity, inclusion, and accessibility in all relationships and processes related to this position. This includes honouring our commitment to Indigenous reconciliation, racial equity, disability justice, and gender and sexual diversity.

Accountabilities

- Managing the team of specialists, coordinators, and assistants in their day-to-day tasks, and hiring vacant positions when necessary.
- Co-creating accountability frameworks with team members and undertaking annual performance reviews.
- Ensuring optimum workflow and processes for all communications team members.

- Scheduling and planning content with other teams to ensure timely and accurate information about granting programs, awards, events, research publications, and other Calgary Arts Development initiatives is shared widely with the community.
- Participating in meetings with the management and leadership teams, and keeping communications team members informed of Calgary Arts Development priorities, initiatives, and key messages.
- Assisting with accountability and impact reports, and other publications as required throughout the year.
- Ensuring public art communications are integrated into the overall communications plan.
- Providing strategy, oversight, and management of online content to ensure the Calgary Arts Development and the YYC What's On websites provide meaningful, accurate, relevant, and up-to-date information for our community.
- Managing our social media strategy for Facebook, Twitter, Instagram, and LinkedIn.
- Creating, promoting, and managing communications partnerships with outside partners through social media, website and newsletter shares, and reporting.
- Ensuring all of Calgary Arts Development's published assets are up-to-date, accurate, and promoted in a timely fashion.

Who Are You?

For this position, we are looking for someone who has experience in communications, website management, and social media strategy. Preferably you have worked in the field for at least five years at a management level.

You are not all things to all people, but you are probably already a few of these things:

- You are passionate about the Calgary arts community, and enjoy working with people.
- You are highly organized, detail oriented, and self-motivated in your work.
- You are comfortable juggling multiple tasks simultaneously, identifying priorities, and ensuring those you work with have all the details they need to be successful in their work.
- You have strong time management skills and an ability to hold personal boundaries.
- You are committed to growing your awareness of equity, diversity, inclusion, and accessibility and want to ensure that our systems reflect those values, but this is not new work for you.
- You have deep knowledge and understanding of various communications channels and platforms.
- You have excellent communication skills, both written and spoken.
- You are an excellent proof-reader.

- You have knowledge of and are committed to best practices in digital and online accessibility.
- You have experience and skills in facilitation and supporting and encouraging a collaborative approach.
- You have a strategic approach and mindset as well as a keen attention to detail.
- You enjoy problem-solving and troubleshooting to find solutions when situations arise.
- You are comfortable multitasking and working within tight deadlines.
- You are comfortable working in a collaborative and open work environment as well as working remotely when necessary.
- You are a self-starter who is adaptable working both independently and with a team.
- You are a lifelong learner.

If you see yourself in this opportunity, we would love to have a conversation with you. And if you're not sure, you can learn more about us by exploring our website at calgaryartsdevelopment.com.

We are also open to having conversations with individuals in advance of the submission of an application to clarify questions about this posting.

Please address those inquiries to Helen Moore-Parkhouse, Director, Communications and Engagement, at helen.moore-parkhouse@calgaryartsdevelopment.com.

How to Apply

Please indicate your interest by emailing jointheteam@calgaryartsdevelopment.com with your resume and cover letter. Please use the subject line: *Communications Manager*.

In your cover letter, *please describe how a commitment to equity, diversity, accessibility, and inclusion can serve an organization's communications strategy.*

If you would like to request application assistance, please contact jointheteam@calgaryartsdevelopment.com or call 403.264.5330 to arrange assistance. Details around application assistance are listed in detail below.

For best consideration apply by February 28, 2022. We are hoping to fill this position by March 31, 2022, but our commitment to finding the right fit may require more time.

Minimum annual salary is \$70,000 in addition to an extended health benefits package, and a matching RRSP program.

Application Assistance

We recognize that the job application process can create barriers to access for many applicants who are interested in applying. Our job calls are written in English, shared online and require applicants to email their applications in English. This creates technological, linguistic, communication, and cultural barriers, to name a few.

In recognition of these barriers to access, eligible applicants can request assistance to help alleviate some of the costs associated with preparing and submitting a job application.

Who Can Request Assistance?

Individuals who self-identify as:

- An individual who is Deaf, hard of hearing, has a disability or is living with a mental illness.
- An individual facing language, geographic, or cultural barriers.

To receive assistance, you will need to provide:

- The name and contact information of someone who can help you (this could be a trusted friend or family member, or a professional service provider). We may be able to make recommendations depending on the service being requested.
- The amount you are requesting, including the service provider's hourly rate.

Types of Assistance

General Transcription or Editing Services & Organizing of Support Materials

- Applicants who identify barriers within the writing process directly due to a physical or learning disability or due to living with mental illness.
- **Maximum Contribution:** \$75

Language Translation

- Applicants writing an application in another language who require translation into English, including American Sign Language.
- **Maximum Contribution:** \$150

ASL Interpretation

- Calgary Arts Development is able to make arrangements for reputable, in-person ASL interpreters for interviews, in consultation with the interviewee, and at no cost to the interviewee.

Interview Parking

- Applicants who must drive to an interview at our request are eligible to have their parking costs paid by Calgary Arts Development.
- **Maximum Contribution:** \$26 per interview, or the equivalent of the daily rate for parkades or parking meters that are close to the Calgary Arts Development office. *Please note that currently all interviews are being conducted via Zoom.*

Childcare

- Applicants who require childcare services in order to attend the interview are eligible to be reimbursed for those childcare expenses.