



## Come Work with Us!

Our campus is always evolving at the Alberta University of the Arts, and here you'll find yourself surrounded by the connoisseurs of Calgary's contemporary culture. At the AUArts Students' Association, you'll be working with a group of innovative, quirky, passionate, and hard-working creatives committed to providing AUArts' student body with unique opportunities to enhance their sense of well-being, develop their professional skills, and establish a strong presence in the culture of the institution. Together, we continuously find ways to build on the strengths of our programs, boost our support services, and advocate for an exceptional student experience.

Be on the pulse of Calgary's creative community and work with Alberta's up and coming cultural innovators!

## Communications Coordinator

The AUArts SA Communications Coordinator would be responsible for the handling of communications and marketing strategies in regard to AUArts SA events and messaging on the website and social media in order to create and maintain a cohesive brand strategy. The Communications Coordinator leads a group of communicators to best facilitate the annual communications strategy, and brand management needs of the Association.

The Communications Coordinator will work collaboratively with the Executive Director and SA Staff to provide nuanced and practical communications and marketing plans to effectively engage and promote the association and the variety of programming, resources, and information the association offers to the membership and community.

## Core Objectives

The Communications Coordinator contributes to the organization by fulfilling the following objectives:

- Build and maintain a cohesive brand image for AUArts SA in terms of social media assets, website, branding package (including fonts, use of logo, consistent imagery, etc).
- Overseeing social media coordinator, website coordinator, and rotating graphic designers.
- Overseeing not just AUArts SA website but also other sites and socials for programming to ensure cohesive branding.
- Generate content for communications as needed.
- Scheduling socials, website, and programming materials as needed.
- Managing communications procedures and delegating requests as necessary.
- Play a major part in crafting an annual communications strategy that best complements programming and events including creating assets and scheduling.
- Working with Programs Manager and Vice President Student Life to manage communications of events and programming that occurs annually, semesterly, and/or occasionally.

## Who You Are

Here at AUArts SA we've worked hard to develop a culture we are proud to be a part of, and if you can say yes to a few of these things you might be proud to be a part of it too...

**Equity & Diversity** – Are you willing to consciously create room for respectful dialogue surrounding issues of equity and diversity? Pursuing a creative life takes guts! We've got a diverse, spunky, progressive, and outspoken community here at AUArts, and we are always looking for ways to self-reflect and incorporate socially just practices in our workplace.

**Collaboration & Empowerment** – Do you believe in bringing other people up, supporting your co-workers' success, and finding ways to work together to accomplish your goals? From start to finish we are constantly learning from each other and finding ways to practice gratitude and celebrate the victories, both big and small.

**Inspiration & Innovation** – Are you excited to put your ideas on the table, take the risk and try something new even if you might fail? We love a good brainstorming session and are always open to incorporating fresh ideas into our programs and services.

## Qualifications

- Knowledge and experience in crafting coherent brand image.
- In-depth knowledge in communication practices and experience in community engagement via strategic marketing and planning
- Project management skills
- People management skills
- Education in communications is an asset.

Hours: 24-30 hours/week, hybrid work schedule available, benefits, professional development options available.

Overseeing: Social Media Lead (August - April), and Graphic Designer (throughout year).

Reports to: Executive Director

## Apply Now!

Please note that this is a 12-month contract, with a three-month probation period where the possibility of extension may be contingent upon consistent successful performance evaluations conducted by the Executive team. If we've caught your eye and you'd like to apply for this position send us a resume and cover letter to help us get to know you better, and please also ensure you specify which job you're applying for and why you think you'd be a good fit for our team. Interviews are planned to be scheduled for first week of May 2022, with a preferred start date of mid-May.

**Please send applications can be sent to:** Reeny Koh at [admin.sa@auarts.ca](mailto:admin.sa@auarts.ca)

**Application Deadline is April 31, 2022**



The AUArts Students' Association is an equal opportunity employer and is committed to diversity. If you require any specific accommodations to be made during the interview process, please do not hesitate to include this information when submitting your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

