

We're recruiting for a...

Programs & Publications Coordinator

Confederation Centre Art Gallery

<http://www.confederationcentre.com/art-gallery/>

The **Program & Publication Coordinator** is responsible for coordinating promotional materials on a dynamic slate of exhibitions, related public programs, collections, and events. This would include proofreading and copy-editing promotional texts, exhibition texts, and reports; identifying a range of promotional visuals (with copyright permissions secured) for use in communications; exhibitions, brochures, and books; website, social media, e-newsletters, or other digital initiatives. Co-ordination of bilingual publications would require working closely with colleagues, translator, graphic designer, photographer, writer, printer, and book distributor. This is a flexible, part-time position reporting to the Director of the Confederation Centre Art Gallery.

The Programs & Publications Coordinator is **responsible** for a wide range of duties including but not limited to:

- Coordinate and oversee the production of bilingual exhibition catalogues, brochures, or books in print formats (and/or in digital format);
- project management, scheduling, developing timelines, requesting design and printing quotes for approval; liaise with project team e.g., curators, writers, translator, photographer, artists, etc.); proofreading;
- coordinate promotional materials on all Gallery exhibitions, related public programs, and events (including advertisements, signage, introductory texts, website pages (texts and images)
- developing e-newsletter content or story opportunities; building and maintaining list of subscribers (Spectrix, Dot-Digital); promoting subscriptions;
- liaise with Marketing & Communications department to ensure regular internal communications on upcoming Gallery programming and events; prepare agenda for monthly communications meetings (including identifying promotional opportunities);
- develop content to support digital promotions or program initiatives (e.g., e-newsletter content related to the Gallery's Canadian Art Collection);
- prepare or contribute to project reports and evaluations;

In addition to being a creative, self-motivated individual, who can work effectively within a dynamic work environment, the applicant should possess the following **skills and competencies**:

- post-secondary training in communications, art history, museum studies, or arts administration;

- 3 years' experience directly related to the responsibilities of this position;
- knowledge of public art galleries and an appreciation of the visual arts;
- ability to link work and institutional strategic priorities;
- Proficiency with MS Office, imaging and graphic design software, experience with WordPress or DotDigital applications;
- knowledge of print and digital publishing including experience with digital printer's proofs;
- strong time management skills, organizational skills, and attention to detail;
- excellent communication skills (comprehension, oral, and written, English);
- ability to interact with, develop, and maintain professional relationships with internal stakeholders as well as connect with diverse communities through digital platforms;
- awareness and commitment to maintaining a respectful workplace;
- ability to prioritize while managing competing deadlines on a PT work schedule can require occasional evening or weekend work.

The following would be considered an asset:

- bilingualism (comprehension, oral, and/or written, French) would be valuable for the position;
- graphic design skills or certificate
- project management skills or certificate

How To Apply

By email to the attention of John Mooy, Director of Human Resources, at careers@confederationcentre.com

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups.

Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: August 15, 2022

Posted Date: **Monday, July 25, 2022**

Location: Charlottetown, Prince Edward Island

Wage Scale: \$25-28/hour for 15 – 20 hours per week.