

We're recruiting For...

Communications Manager

Reporting to the Director of Marketing & Communications, the Communications Manager is responsible for internal and external communications and media relations at Confederation Centre of the Arts and plays a crucial role in the strategic direction of the Centre's Communications Plan.

This is a dynamic position working closely with a large team that includes staff from graphic design, social media, marketing, development, IT, arts programming, finance, and administration. Organizing the production and delivery of all assets related to communications, and promoting the many activities at the Centre, the Communications Manager leads in executing and delivering on the communications strategy and goals of Confederation Centre of the Arts. Duties include, but are not limited to:

- Developing and implementing communications strategies with the express goals of expanding the Centre's reach locally, regionally, and nationally, and engaging new audiences.
- Working with all divisions of the Centre to ensure the timely delivery and dissemination of clearly written messaging and information to the public and patrons.
- Working closely with local, regional, and national media to assist in the promotion of Centre programming and initiatives.
- Supporting the Director of Marketing & Communications in external relationship and partnership development, and with special promotions and requests from Tourism PEI, Tourism Charlottetown, Atlantic Canada Tourism Partnership, Chambers of Commerce, Discover Charlottetown, and other related organizations.
- Developing tactics to engage new audiences, and diverse populations and build brand awareness.
Communicating with a wide range of stakeholders (internal and external) in writing, by phone, and in person.
- Participating in Centre committees or working groups as required.
- Modeling the Centre's Organizational Values & Leadership behaviours in all aspects of the work.

The ideal Candidate will have:

- 5 years or more of progressive experience leading to a senior role in communications.

- Bachelor's or master's degree in communications or public relations, or equivalent combination of education and experience in a related field.
- Advanced level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting; ability to communicate, present, and engage with a variety of audiences and diverse populations.
- Demonstrated knowledge of current communications trends across multiple platforms.
- Goal oriented and flexible, with demonstrated ability to handle many projects at once.

The following would be considered an asset:

- Knowledge of, or previous experience working in the Arts, particularly theatres, art galleries, museums, or arts education.
- Experience in social media and website management.
- Bilingualism (French/English).

How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Sam Doyle, Human Resources Manager at careers@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Confederation Centre of the Arts is committed to providing equal opportunities in employment. We welcome and encourage applications from people with disabilities and upon request will accommodate candidates taking part in all aspects of the recruitment and selection process.

Closing Date: 4pm, Friday, July 16, 2021