



The lifeline *for* Canada's
entertainment industry

Canada Performing Arts Workers Resilience Fund (CPAWRF) Project

Job Description

Title: Communications and Training Coordinator

Hours: Part-time; 20 hours/week

Contract Dates: ASAP - March 31, 2023

Salary range: \$26-\$30 plus/hour

Number of positions available: 1

Brief overview: The Communications and Training Coordinator supports program promotion and outreach to industry members and groups. This person also ensures that project team members are provided with the current industry and technical knowledge they require to provide excellent customer service and administer the program. As this is a new project, the duties and responsibilities may change and vary as the project evolves.

Responsibilities:

- Collaborate with The AFC communications/marketing team to update and create project communications
- Report on, research, and collaborate in the creation of outreach materials geared to specific communities as needed
- Manage inquiries for program information and arrange for creation and delivery of program materials, translations, etc.
- Coordinate outreach/informational meetings, speakers, etc.
- Contact arts organizations to offer program orientations, materials, or other information
- Develops and maintains relationships with other organizations/community representatives
- Monitor and report on program usage to inform communications strategy
- Ensure staff are familiar with program policies, processes, and systems; arrange technical training if needed
- Where required, provide project staff with orientation to the unique characteristics of the live performance workplace and career experience

- Provide communication support to client service representatives; ensure that all staff members are equipped with appropriate tools to communicate with applicants and community members.
- Update communications as needed.

Qualifications:

- Experience in communications, marketing, and/or promotion, particularly in the arts
- Knowledge of / experience in Canada's live performance sector
- Adept at communicating effectively (verbally and in writing), using a variety of approaches, with a diverse community of stakeholders, including members of racialized communities and other equity-deserving groups
- Experience managing online registration platforms, use of basic computer platforms and social media
- Experience with training is an asset
- Proficient with remote work solutions (Microsoft Teams and Office 365)
- French proficiency is an asset

Requirements: Reliable internet access is required. A separate fee will be paid to compensate for the use of personal computers (must be equipped with a microphone or a headset), and internet.

To apply: [Please see the "How to Apply" section at the bottom of the main posting.](#)