

JOB POSTING: Communications Coordinator

Employment Type: Part-time, six month contract

Environment: Hybrid

Overview

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural space promoting community engagement through our programs and exhibitions. The Textile Museum is the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world. This universality of textiles is at the heart of our work; it provides the opportunity to engage communities around us, and national and international visitors. Through our public programs, delivered in person and online, we build on a long history of connecting creativity, cultures, and human histories through everyday materials.

The Textile Museum of Canada is seeking a dynamic Communications Coordinator with strong project management skills and a passion for community engagement. The ideal candidate will have a deep commitment to engaging with diverse audiences.

Key Responsibilities:

1. Social Media

- Plan and coordinate social media content across platforms.
- Create and edit visual content for social media posts.
- Write engaging copy for social media campaigns.
- Manage online community interactions and respond to comments/messages.
- Monitor social media accounts during off-hours and as needed, especially during key events or critical times.

2. Email Marketing

- Coordinate, create, and edit monthly newsletters.
- Develop and manage general public e-blasts, including coordination, creation, and editing.
- Oversee member and donor e-blasts, ensuring coordination, creation, and editing.
- Manage Mailchimp lists and ensure accurate audience segmentation and data management.

3. General Promotion

- Coordinate event listings and maintain updated information on exhibitions, programs, and events.
- Support community outreach efforts through partnerships and collaborations with partner organizations.
- Design and distribute promotional materials such as posters, flyers, and other print items.

4. Press and Event Management

- Write and distribute press releases.
- Manage and update press and event invite lists.
- Create and send event invitations using Mailchimp or Canva.
- Coordinate RSVPs for events and provide on-site support as needed.
- Conduct outreach and coordinate with the press to ensure coverage and engagement.

5. Other Responsibilities

- Support the museum's database, providing troubleshooting support as needed.
- Create and manage ticketed events, including setting up ticketing details and overseeing event management.
- Serve as a public face of the museum, representing the institution in community interactions.
- Manage and troubleshoot database issues, ensuring accuracy and reliability.
- Consult with other departments to provide insights and recommendations from a marketing perspective.
- Support donor and member services by troubleshooting and resolving issues.
- Issue tax receipts for donations and memberships as needed.

Qualifications

- Proficiency in Customer Relationship Management systems.
- Excellent written and verbal communication, customer service and interpersonal skills.
- Experience writing copy for the purposes of communicating value of a service or product.
- Proven ability to work on a variety of projects simultaneously, to problem solve independently and manage workflows and deadlines without supervision.
- Excellent copy-writing and content generation skills.
- Demonstrated literacy in MS Word, Excel & Outlook, and graphic design programs.
- Attention to detail, strong project management, adaptability, multi-tasking, time management, and communication skills are important in this position.

textile museum

OF CANADA

55 Centre Avenue
Toronto, Ontario
M5G 2H5 Canada

textilemuseum.ca

Compensation

- \$30/hour for 21 hours a week
- One week of paid vacation to start
- 10 paid sick days
- 5 paid personal days

To Apply:

Please send your cover letter, a portfolio of work and resume demonstrating your communications management skills required for this post in PDF format to: hrsearch@textilemuseum.ca with the subject line "Communications Coordinator." We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The Textile Museum of Canada is an Equal Opportunity Employer and maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. Respect, accountability, and a courteous manner towards other staff, volunteers, and the public are requirements for all staff. We invite all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals; we encourage applications from candidates who have lived experience of disability, IBPOC candidates, and/or 2SLGBTQIAP+ candidates. Candidates are encouraged to self-identify in their cover letters.

The Textile Museum is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise the Museum of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

APPLICATION DEADLINE

Friday, November 22, 2024 at 11:59 PM