



critical mass:  
a centre for contemporary art

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**POSITION:**

Communications Coordinator (Summer Student Position)

**ROLE OVERVIEW**

Critical Mass: A Centre for Contemporary Art is looking to hire a Communications Coordinator (summer student position). This position is made possible with funding from the Canada Summer Jobs/Summer Work Experience Program.

The Communications Coordinator will primarily be responsible for assisting with all Critical Mass communications initiatives including: the development and execution of a communications plan; developing, writing and editing website and social media content; providing assistance with other core communications documents; workshop and event support; and other admin tasks, as directed.

The position best suits candidates with an upbeat and flexible attitude with a desire to work in a small, fast-paced, not-for-profit arts environment that demands a collaborative approach.

**ABOUT THE ORGANIZATION**

Critical Mass: A Centre for Contemporary Art is a Port Hope based not-for-profit arts organization that believes that art is for everyone! It shapes our individual and collective experiences by stirring our feelings and redefining how we see ourselves in the world. Critical Mass brings contemporary art to the community so that anyone can have the opportunity to see the beauty Port Hope has to offer. Using contemporary art, Critical Mass curates, presents and creates engaging experiences for our community that redefine and expand the cultural vibrancy of Port Hope.

**EMPLOYMENT PERIOD**

The term of this contracted position is from June 1, 2018 to July 31, 2018.

This is an 8-week summer student position, totaling 240 hours. 30 hours a week @ \$15/hour. Hours: Monday – Friday 10:00am – 4:00pm.

Some evening or weekend work may be required for special events or workshops.

**RESPONSIBILITIES**

Reporting to the Chair and Directors of the Board through the recording Secretary, the Communications summer student will be an integral member of the Critical Mass: A Centre for Contemporary Art team.



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Responsibilities may include, but are not limited to the following:

- Assist with the development and execution of a communications plans
- Develop, write, and edit content for website, social media, sponsorship proposals, press releases, and other core communication documents
- Provide onsite support at special events and workshops
- Research for art related content and future projects
- Assist with office set up, some printing/filing and related admin tasks as needed

### **QUALIFICATIONS**

The candidate should have the following qualifications:

- Presently working towards a diploma or degree in communications, public relations, arts administration, journalism, or other applicable field (preferred but not required)
- Appreciation for and comfort working in not-for-profit environment
- Excellent verbal and written communication skills; ability to produce a variety of written materials
- Proficient in Microsoft Office (Word, Outlook, Excel) and comfortable learning new technical applications; proficiency with Adobe Creative suite would be an asset
- Experience working with social media platforms (Facebook, Twitter, Instagram)
- Experience uploading digital content to online platforms such as Vimeo, YouTube
- Must be self-motivated and willing to work hard to meet deadlines
- Must be well-organized, attentive to detail, and possess excellent time management skills
- Possess a flexible and collaborative approach to working as part of a team
- Passion for and some knowledge of the visual arts
- Must be registered in and returning to postsecondary studies in September 2018
- Police Information check required

### **'Nice to have' skills / experience:**

- Experience with live stream features of social media platforms
- Experience in editing video files
- Photography skills
- Experience creating marketing or promotional material
- Valid First Aid certificate an asset
- Valid Ontario drivers license with access to a vehicle

### **HOW TO APPLY**

To apply, please send resume to: [info@criticalmassart.com](mailto:info@criticalmassart.com)

Posting closes Tuesday, May 22, 2018 at 5:00 p.m. ET.

Please note that only those accepted for an interview will be contacted.