



## JOB POSTING

**Position:** Interim Communications Manager  
**Type:** 10-month contract  
**Start Date:** November 2020

### Summary

Under the supervision of the Deputy Director, the Interim Communications Manager develops and implements communications plans for Toronto Arts Council and Toronto Arts Foundation. This is a ten-month contract position to cover a parental leave.

### Specific responsibilities include:

- Develop and implement communications plans including grants information materials, website content, key messaging
- Develop, write and disseminate communications content including:
  - TAC Electronic newsletters and bulletins to the arts community
  - TAC/F Impact stories spotlighting programs, artists and key donors
  - TAC/F Annual Reports
  - TAC/F Press releases and e-communications
  - TAC grants information packages and tools
- Work with TAC/F staff on development and editing of communications projects; lead bi-weekly communications meetings with relevant staff
- Manage the process of developing new websites for Toronto Arts Council, Toronto Arts Foundation and Neighbourhood Arts Network:
  - Liaise with web developers to schedule meetings, review proposals, deliver content and meet deadlines
  - Ensure TAC/F and NAN staff are kept informed and deliver on their responsibilities
  - Write content for new pages and sections
- Manage website content and work with TAC/F staff to ensure content is up to date
- Lead in the development and implementation of stakeholder consultation plans, strategies, programs and initiatives to enhance relationships with artists, arts organizations, community organizations, interest groups and the general public
- Promote TAC/F programs and initiatives to increase awareness and demonstrate impact
- Liaise with TAC/F stakeholders and partners on outreach initiatives and promotion
- Liaise with members of the press and pitch stories about TAC/F impact
- Liaise with TAC graphic designer
- Ensure consistent messaging and voice across platforms, and develop content that promotes the mission of TAC/F and the value of the arts

### Key qualifications:

- Knowledgeable about Toronto's arts communities and the issues facing artists and organizations working in all arts disciplines
- Excellent written and verbal communication and presentation skills
- Experience with editing and managing websites

- Excellent interpersonal, facilitation and consultative skills
- Sound judgment, analytical and problem-solving abilities, and organizational skills

The Communications Manager understands the relationship between Toronto Arts Council and Toronto Arts Foundation and is able to communicate information on the respective roles of both organizations to the community.

**Compensation:**

Annual contract: \$50,000-55,000

**To apply:**

Please submit cover letter and resume to Deputy Director Susan Wright, [susan@torontoarts.org](mailto:susan@torontoarts.org), in a single pdf attachment, by October 23, 2020.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.