

## **BILINGUAL COMMUNICATIONS OFFICER**

**artsnb (New Brunswick Arts Board)**

### **The artsnb Team**

The New Brunswick Arts Board (artsnb) is an independent, public arts funder that supports the professional artists of New Brunswick through grants, programs and initiatives that aim to advance their creative practice. artsnb works closely with provincial and national stakeholders, including many arts organizations and government.

artsnb is looking for a bilingual **Communications Officer** to join its dynamic team. Reporting to the Executive Director and working closely with staff, the Communications Officer will have strategic know-how and hands-on experience to help the organization achieve its strategic objectives and maintain a strong presence online and in the media. The Communications Officer will do so by broadcasting key messages and promoting initiatives, programs and services to artists, grant applicants, strategic partners, government officials, potential donors, and the general public.

### **Role & Responsibilities**

The Communications Officer:

- Takes a leading role in managing public, media and government relations for the organization
- Assists the Director when meeting with strategic partners and government officials
- Promotes artsnb's programs and initiatives, as well as plans and documents events, such as the Lieutenant-Governor's Awards, workshops, forums, etc.
- Supports artsnb in its efforts to attract private funding for special programs and awards
- Manages artsnb's online presence through social media and newsletter, and maintains the organization's website
- Keeps an eye out for opportunities for artists to grow their professional practice, and news affecting the artistic community in NB, and brings these to the attention of artsnb's various audiences via a range of media channels
- Creates and disseminates audiovisual content on various platforms
- Attends and reports on artistic exhibitions, performances, readings, etc. (occasionally)
- Creates content in French and English for web and social media
- Translates internal documents, press releases, the annual report, etc.

### **Required Qualifications (education and experience)**

- College or University Diploma (or equivalent) in Communications, Journalism, Public Relations, or a related field.
- Three to five years of working experience in a public, media or government relations role; additional experience in strategic planning and communications would be an asset.
- On-the-job experience in the use of social media and web platforms, web design and maintenance, production and editing of audiovisual content for PR purposes.
- Excellent verbal skills in English and French, both oral and written; ability to write, review and edit documentation in English and French, and to translate between official languages

**Additional Skills and Assets:**

- Works well independently and in an integrated team setting
- Warm and engaging personality, and outstanding interpersonal skills
- Outgoing and assertive, though diplomatic, when dealing with people
- Skills in event planning and promotion, as well as project management
- Able to conduct interviews in order to gather information and stories for blog posts
- Past experience with sponsorship and private-sector donating would be an asset
- Proficient in the use of the Adobe suite of tools for graphic and web design
- Familiarity with WordPress (or equivalent) as a design and hosting platform
- Comfortable in the use of Microsoft Office suite of tools, including SharePoint
- Understands web analytics and is familiar with privacy requirements.

**Language Requirements:** Fluency in French and English (oral and written); interviews will be conducted partly in French and partly in English; an aptitude test might be given during the interview.

**Start Date:** As soon as possible

**Type of Work:** Full-time (36.25 hours per week) Monday to Friday; occasional work during off-hours and weekends. Some travel through New Brunswick may be required, so must have a valid driver's license.

**Salary:** \$44,242 to \$58,400 depending on experience, plus a range of benefits.

**Terms:** Annual (renewable) contract, subject to an initial six-month probation period and annual performance evaluations.

**Place of Work:** Fredericton (downtown), NB

**Application Deadline:** This competition will remain open until the position is filled; we recommend that qualified candidates apply as soon as possible to ensure proper consideration.

**To Apply:** Your application must include a curriculum vitae, along with *two* short cover letters--one in French *and* one in English; one page maximum each—explaining what makes you an ideal candidate for this position. Please save your application as *one* PDF document, using your name as file name; then send it to Tilly Jackson, Operations Manager, at [tjackson@artsnb.ca](mailto:tjackson@artsnb.ca).

**\*\*artsnb is an equal opportunity employer**