

Leonard & Bina Ellen Art Gallery - Concordia University
Communications Officer

Part-time position: 14 hours/week, \$20/hour

Start date: mid-August 2018

The Leonard & Bina Ellen Art Gallery at Concordia University is seeking a Communications Officer who will maintain and develop its internal and external promotion across various media and the University at large. The position involves the management of the Gallery's website and our presence on social networks.

Responsibilities

- Managing all information appearing on the Gallery's website and on social networks: Facebook, Twitter, and Instagram (producing content, images, schedules)
- Developing and maintaining relations with both external media and internal media at Concordia
- Preparation of press material and follow up for each exhibition and event
- Production and distribution of electronic invitations and announcements by email and on social networks for each exhibition and event
- Production and distribution of posters of Gallery events
- Production of online biannual and monthly newsletter
- Internal and external distribution of seasonal program
- Updating of free listings for cultural agendas in various media
- Management of print and online advertising for various magazines and newspapers (in collaboration with the graphic designer)
- Management of images and videos for the promotion of exhibitions and events
- Promotion of the Gallery at University events
- Updating of the Gallery's database and contacts
- Preparation of yearly media review

Requirements

- Experience in communications and knowledge of the contemporary art milieu in Montreal
- Excellent interpersonal and organizational skills
- Excellent spoken and written French and English
- Good experience in website management on a Wordpress platform and of all social media
- Good knowledge of Creative Suite software: Photoshop, InDesign, Illustrator and Premiere (to prepare videos for Vimeo)
- An active interest in contemporary art and the Gallery's programming

Please email a letter of interest and your CV (in a single PDF document) by August 3rd 2018 (subject: communications position) to the following address:

michele.theriault@concordia.ca