

NEW FORMS MEDIA SOCIETY

210-128 W Hastings St

Vancouver, BC

info@newformsfestival.com

Job Opening: Communications Coordinator

The Communications Coordinator will maintain the society's general presence in the community and promote New Forms Festival Projects in 2022 and the New Forms Digital online platform.

The Communications Coordinator will be responsible for writing, compiling, designing, and editing content for New Forms Media Society, developing and maintaining a calendar of posts and content for all New Forms social media platforms and communications channels. The role will also maintain relationships with press, media, and PR representatives.

This is an opportunity for someone who has a passion for forward-looking currents in arts and culture, strong written and visual communications skills, and would like to gain more experience in community relations and arts administration.

Details

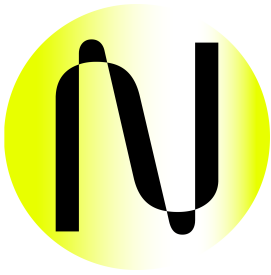
This is a part-time contract role **between July 28th and December 18th, 2022** with a variable weekly time commitment ranging from **10 to 12 hours/week**. The role will be compensated at **\$26-28/hour**, depending on experience. Access to software required for graphic design and other functions will be provided by New Forms Media Society.

This is a remote position with regular meetings and flexible hours, successful applicants will work on their own computer and internet connection with in-person meetings in Vancouver or production related support as needed. The Communications Coordinator reports to the Executive Director.

Responsibilities

Communication

- Implementing a communications strategy for New Forms Festival projects in 2022.
- Maintaining presence and engagement both online and offline.
- Collaborating with the Executive Director, designer, the curatorial team, and partner organizations.



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- Writing, editing, and compiling website, social media and newsletter content.
- Writing and proofreading marketing content, including website and festival programme guide.
- Assisting in maintaining a festival media list.
- Collaborating with the New Forms production team to assist with photo and video documentation of events.
- Reviewing and assisting with preparing internal communications.

Stakeholder Management

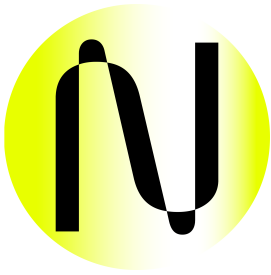
- Assisting with building and maintaining strong relationships with community partner organizations and seeking opportunities for new collaborations.
- Ensuring effective communication with the staff team.
- Cultivating a welcoming and inclusive online environment.
- Assisting with fulfilling fundraising and sponsor obligations.

Administration

- Maintaining a social media calendar for all channels actively used by New Forms;
- Engaging constructively in team meetings and through team-wide communications platforms
- Maintaining expected confidentiality.

This could be a great position for you if you are...

- Excited to take initiative on projects and enjoy sharing your original ideas as well as giving and receiving feedback.
- Interested in diverse and forward-thinking streams of music, arts, culture.
- Proficient and continuing to learn Adobe Creative Suite applications, including InDesign, Photoshop, Premiere and others.
- An experienced user of social media, eager to bring fresh perspectives to how these platforms are used, and not afraid of diving into analytics.
- Pursuing a degree in a field related to communications, media studies, or the arts or recently graduated.



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Qualifications

- Education, work experience or interest related to communications and social media.
- Experience (volunteer or paid) or interest in working within an arts-focused non-profit.
- Strong connection to and awareness of the media arts, electronic music, queer communities.
- Experience with anti-oppressive practices and frameworks is an asset.

Skills & abilities

- Excellent written and oral communication skills.
- Fluency with Google Docs, Google Sheets, Adobe Creative Suite, WordPress, and social media platforms.
- Commitment, independence, initiative.
- Experience in graphic design is an asset, but not required.

Application Details

New Forms has been created by a diverse community and strives to create a healthy and welcoming environment for people of all backgrounds. We actively encourage applications from people from marginalized communities for this role.

To apply for the role, please reach out to **info@newformsfestival.com** with your resume and statement of interest by Friday, July 22, 2022.