



## EMPLOYMENT OPPORTUNITY

### Communications Lead

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The Alberta Museums Association (AMA) is a provincial association of museums and museum professionals. We are regarded as a leader in the Canadian museum field for our innovative programming, publications, and services. The AMA leads, facilitates, and supports the province's museums through professional consultation, career development opportunities, award-winning publications, and grants funding. We work on behalf of a vital and engaged museum community in Alberta and collaborate with partners across Canada.

**Reporting to the Executive Director / CEO, the basic duties of the Communications Lead position include:**

- Manage organization-wide, program, and project-based communications planning.
- Manage the development and production of key messaging, branding, and editing of all print and web-based communication materials, including publications and promotions.
- Ensure consistent and purposeful messaging in all AMA materials.
- Manage content and delivery of the AMA's professional / public websites and social media.
- Manage third-party design and print companies.
- Manage marketing, publicity, and media relations activities.
- Participate in policy planning and development.
- Solicit and coordinate advertising sales.

**Qualifications / Competencies:**

- University degree and / or a certificate / diploma in a related field.
- Strong working understanding of the operating environments of museums / galleries
- Excellent oral and written communication skills.
- Three years' experience with communications, marketing, and public relations, preferably in the non-profit sector.
- Experience with web content management, email marketing, and data analysis.
- Organizational, interpersonal, and time-management skills.
- Ability to work in a fast-paced, collaborative, team-based environment.
- Sense of humour.

**Location:** Edmonton, Alberta, Canada

**Compensation Package:** Competitive salary, details available on request. Includes access to benefits program, pension program, and professional development funds.

**Closing Date:** Consideration of applications will begin October 16, 2017; however, the competition will remain open until a suitable candidate is found.

**Please submit a cover letter and résumé in PDF to:**

Meaghan Patterson, Executive Director / CEO, at [hr@museums.ab.ca](mailto:hr@museums.ab.ca)

Further information about the position is available by email only, by request. For more information on the AMA, visit our website at: [museums.ab.ca](http://museums.ab.ca).

The AMA thanks all applicants for their interest, but only those selected for interviews will be contacted.