



EMPLOYMENT OPPORTUNITY

Communications Lead

Do you have a passion for museums as agents of change? Do you want to work closely with museums and museum professionals to increase their sustainability and celebrate their innovative work? Do you excel in a team-based, collaborative environment in which you would provide support to the Alberta museum community? The Alberta Museums Association (AMA) is looking for a vibrant and dedicated individual to lead Communications in support of Alberta's museum community.

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 update and delivery of the AMA's digital assets (including website, social media, database).
- Manage ongoing development and updating of the AMA's website and membership database.
- Manage relationships with AMA's website, online learning platform, and membership database providers.
- 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.
- Experience with communications, marketing, and public relations, preferably in the non-profit sector.
- Experience with website content management systems (WordPress or similar platforms), email marketing, and data analysis.
- Understanding of web development processes and the ability to collaborate with developers and IT professionals effectively
- Familiarity with working alongside developers, IT teams, or technical vendors
- Practical experience in website maintenance and database troubleshooting.
- Organizational, interpersonal, and time-management skills.
- Ability to work in a fast-paced, collaborative, team-based environment.
- Sense of humour.

Location: Hybrid in Edmonton, Alberta, Canada**



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The AMA is committed to fostering an equitable, diverse, and inclusive workplace that is free from harassment, sexual misconduct, and discrimination. We actively encourage applications from Indigenous peoples, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression.

The AMA is the 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. For more information on the AMA, visit our website at museums.ab.ca.

Compensation Package: 37.5 hours per week. Compensation package includes annual salary range of \$65,000 - \$75,000, access to benefits program, pension program, and professional development funds. This is a full-time, permanent position with an anticipated start in January / February 2025.

Closing Date: Review of applications will begin **November 29, 2024**, and the position will remain posted until a suitable candidate is selected. Applications are only accepted via email. Please submit a cover letter and resume in PDF to:

Lauren Wheeler, Strategic Services Director, at hr@museums.ab.ca

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

*Further information about the position is available on request, by email only.

**Further information about the AMA's hybrid workplace is available on request, by email only.