



## EMPLOYMENT OPPORTUNITY

### Communications Coordinator

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Do you have an eye for detail and a passion for writing and editing? Do you want to help ensure the Alberta Museums Association (AMA)'s communications are timely, relevant and on brand? Do you thrive in organizations that are team based and highly collaborative?

We are excited to offer a twelve month employment opportunity for an outgoing, creative, and articulate person interested in a position in the heritage and culture sector. The Communications Coordinator will provide communications support for Association programs and services in pursuit of its vision to be a leader and catalyst for dynamic connections among museums and communities.

**Working with the Communications Lead, the basic duties of the position include:**

- Draft Program Communications
- Edit, proofread, and copy edit Program Communications
- Distribution of Program Communications
- Distribution and maintenance of online communications
- Work with Communications Lead on print and design requests
- Administration for annual Conference communications and promotional materials

**Qualifications / Competencies:**

- University degree / certificate / diploma in a related field
- Excellent oral and written communication skills
- Good organizational, interpersonal, and time management skills
- Knowledge of Microsoft Office Suite
- A passion for museums and heritage and a commitment to the AMA's values
- Ability to work in a fast-paced, collaborative, team-based environment
- Flexible and adaptable with a sense of humour

**Location:** Edmonton, Alberta, Canada

**Hours and Compensation Package:** one year contract, 37.5 hours per week. Compensation package includes access to benefits program, pension program, and professional development funds.

**Closing Date:** The competition will remain open until the position is filled; however, resumés will be reviewed starting **Monday February 4, 2019**. Anticipated start date is April 1, 2019.

**Please submit a cover letter and resumé by email to:**

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

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.

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.**