



**ARTS COUNCIL OF NEW WESTMINSTER**  
PO Box 16003, New Westminster, BC V3M 6V6  
[info@acnw.ca](mailto:info@acnw.ca) | [acnw.ca](http://acnw.ca) | 604-525-3244

## **Marketing Coordinator**

Founded in 1967, the Arts Council of New Westminster (ACNW) is a non-profit organization committed to a mission of bringing the arts to the centre of community life. It accomplishes that mission through initiatives that focus on arts programming in the community, arts advocacy, and programs that nurture and support our local artists and arts organizations.

The **Marketing Coordinator** is a critical member the ACNW team. The Marketing Coordinator will oversee the #ArtsNW marketing campaign, design marketing materials and posters, website updates, social media posts, and supervise the production of a monthly podcast. The Coordinator will oversee the ongoing development and execution an all-encompassing marketing strategy for all current and upcoming events and programs. This position requires someone who is reliable, professional, outgoing, and passionate about the impact of arts & culture in the New Westminster. This position reports directly to the Executive Director.

### **RESPONSIBILITIES:**

- Coordinate with ACNW's programming staff to promote events on behalf of ACNW Members throughout New Westminster.
- Participate in all efforts to publicize ACNW Member events and initiatives through social media channels.
- Propose new ideas to improve and continue marketing in the future
- Regularly checks and answers inquiries/emails sent to the [media@acnw.ca](mailto:media@acnw.ca) account
- Meet with the Executive Director in The Gallery at Queen's Park once per month to report on progress.
- Other duties as assigned by the ACNW Executive Director.

### **KEY COMPETENCIES**

- Passionate about the arts in New Westminster
- Excellent communication skills - written and verbal; fluent in English
- Excellent planning and organizational skills; attention to detail and accuracy
- Strong information gathering and information monitoring skills
- High degree of self-motivation; ability to work independently
- Flexible and adaptable
- Production graphic skills an asset

### **TERMS**

Timeline: August 15, 2019 to June 30, 2020, opportunity to renew subject to funding.

Remuneration: \$18.00 per hour, 20 hours per week

Flexible work week, with the ability to work from home.



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## **HOW TO APPLY**

Submit cover letter, resume, and three examples of poster designs in PDF format to: Stephen O'Shea, Executive Director, via email to [info@acnw.ca](mailto:info@acnw.ca) by 5:00pm on August 1, 2019.

Please note: applicants from New Westminster are strongly encouraged to apply.

We thank all applicants; only selected applicants will be contacted for an interview.