



Job Announcement: Community Engagement Manager

Comox Valley Arts is excited to announce the recruitment of a new Community Engagement Manager.

As a leading cultural organization in the Comox Valley, we are dedicated to fostering creativity, promoting cultural expression, and enriching our vibrant arts community.

Position: Community Engagement Manager

Salary: \$27 - \$33 per hour

Location: Comox Valley, British Columbia

About Comox Valley Arts:

Comox Valley Arts serves as a catalyst for artistic growth and cultural enrichment in our region. Our mission is to facilitate and animate the arts by providing resources, support, and opportunities for local artists and artisans. We strive to engage the community, promote diversity, and elevate the arts as a cornerstone of our cultural identity.

Job Description:

As the Community Engagement Manager, you will play a pivotal role in shaping the artistic and programmatic direction of Comox Valley Arts. Working closely with the Executive Director, you will oversee various aspects of our programming, ensuring that our initiatives are valuable, relevant, and impactful for the Comox Valley community. Your responsibilities will include:

Program Management:

- Collaborating with the Executive Director to oversee CVA programs, ensuring effectiveness, relevance, and impact.
- Directing the production of promotional materials and social media campaigns for each program area, including content creation and community engagement.
- Partnering with community organizations, nonprofits, and individuals to deliver co-programming and community engagement initiatives.

Program Strategy:

- Providing overall strategic and artistic leadership in partnership with the Executive Director.



- Conducting program surveying and reviews to ensure alignment with the mission and goals of Comox Valley Arts.
- Presenting program strategic direction and changes to direction at board meetings as necessary.

Membership and Community Engagement:

- Providing direct and indirect support to artists and cultural workers in the community.
- Leading membership engagement activities, including interfacing on social media platforms and ideating content strategies for different programs and events.
- Acting as a spokesperson for Comox Valley Arts to media and the community.

Communications:

- Lead communication and content creation for the organization's social media platforms.
- Collaboratively manage website updates and produce graphic materials for print and digital media alongside the Executive Director.
- Assist in newsletter production and oversee membership communications.

Administration:

- Providing program-related assistance for grants and assisting in writing annual budgets for projects and programs.
- Assisting in planning the Annual General Meeting
- Maintaining record-keeping systems.

Qualifications:

- Proven experience in arts administration and program delivery, with a deep understanding of the arts and cultural ecosystems.
- Strong communication and interpersonal skills, with the ability to engage diverse stakeholders and communities.
- Knowledge of social media management, website administration, and graphic design.
- Ability to work effectively in a small team environment and adapt to changing priorities.
- Experience working with Indigenous communities and Nations is an asset.
- Desirable skills (non-essential) include a proficiency in sound recording, photography, and videography.



How to Apply:

To apply for the Community Engagement Manager position, please submit a resume and cover letter outlining your qualifications and relevant experience to ed@comoxvalleyarts.com Please include "Community Engagement Manager Application" in the subject line.

Deadline for Applications: November 6th, 2024.

Comox Valley Arts is committed to diversity, equity, and inclusion and encourages applications from all qualified individuals, including those from underrepresented groups. Join us in shaping the cultural landscape of the Comox Valley and making a difference in our community!

If you have any questions or would like to request adjustments to the process to accommodate accessibility needs, please don't hesitate to reach out at ed@comoxvalleyarts.com. We're here to support you!