

JOB LISTING:

Position Title: Project Coordinator

Term of Employment: 9 month contract: July 22nd to March 31st, 2015

Salary: \$13/hour, 35 hours/week

Job Description:

The Project Coordinator will be responsible for managing promotions, advertisement, content development and a social media campaign for Craft Year 2015, a nation-wide, year-long, collaborative festival of events featuring fine craft in Canada. Guided by supervisors and a project committee, they will develop and launch the Craft Year 2015 website with vibrant content, as well as a widespread social media campaign, and assist in the production of and preparation for a national conference.

Qualifications:

- A university degree or college diploma in craft, art, design, arts administration or other related field
- **Must have graduated in the past 24 months**
- Fluency in English, with intermediate skills in written and spoken French (fluency is a definite asset)
- Intermediate level competence with a computer (including Microsoft word, Excel and various social media platforms), familiarity with web content management systems is an asset
- A high level of skill in reading, writing and editing
- Experience working as a craft artist, or with craft artists in a professional capacity
- Applicants must be a Canadian citizen, permanent resident, or have refugee status in Canada, must be legally entitled to work in Canada, and must be between the ages of 16 and 30.

How to Apply:

Please send your resume and cover letter to both Maegen Black (Administrative Director of the Canadian Crafts Federation) at: maegen@canadiancraftsfederation.ca, and Tom McFall (Executive Director of the Alberta Craft Council) at: tmcfall@albertacraft.ab.ca.

Application Deadline: July 17th, 2014