

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company.

ACTRA Recording Artists' Collecting Society is seeking a temporary full-time (one-year contract) for a: Communications & Social Media Coordinator

Responsibilities:

Duties include but are not limited to:

- Support the Associate Director, ACTRA Recording Artists' Collecting Society ('ACTRA RACS') in implementing Advocacy and Communications initiatives.
- Create, design, edit, maintain, and update content and information on the ACTRA RACS website, microsites, including news items, bulletins, and general communication initiatives.
- Ensure consistency in messaging and branding across all ACTRA RACS platforms.
- Design, plan, and schedule content for ACTRA RACS' social media communication channels on X, Facebook, Instagram, YouTube, etc.
- Design and distribute ACTRA RACS communications outreach materials such as news releases, news articles, magazine articles, media advisories, Q&A sheets, fact sheets, pitch letters, newsletters, bulletins, and other initiatives as needed.
- Conduct research and analysis of key public policy issues related to ACTRA RACS and the music industry for review and discussion with the Associate Director.
- Work in collaboration with the ACTRA RACS team.
- Analyze potential new products/media connections to enhance the communications work of ACTRA RACS.
- Other related duties and projects generally considered to be within the job category.

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Qualifications:

- University degree in public relations, public administration, marketing, journalism, design, or corporate communications.
- Minimum of two (2) years of direct work experience in a communications role.
- Music industry experience an asset.
- Excellent written and verbal communication skills with experience in graphic design, photography, videography, copywriting, proofreading, and editing. WordPress knowledge preferred.
- Thorough knowledge of the principles of effective communications and social media, publicity, advertising, media relations, community relations, as related to rights management.
- General knowledge and interest in copyright issues, creative industries, with a focus on the music industry, and Canadian cultural issues.
- Strong news and story writing skills and editorial abilities for all forms of written media and communications.
- Strong ability to connect with people.
- Highly organized, capable of conceiving, designing, executing, and coordinating communications projects in print and digital media.
- Strong analytical skills, and excellent organizational and time management skills.
- Must be able to maintain positive and constructive working relationships with colleagues, and ACTRA RACS stakeholders both internal and external.
- Exceptional multi-tasking abilities and prioritization skills.
- Strong customer service mindset.
- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Demonstrated ability to work independently and to collaborate with others.
- Able to work under pressure to meet deadlines in a fast-paced environment.
- Advanced technical abilities and motivated to improve current skills with: WordPress, Microsoft Office (Outlook, Word, Excel, PowerPoint), Microsoft Teams, Adobe Creative Cloud (Photoshop, InDesign, Premiere Pro, Illustrator), social media platforms (Instagram, Facebook, Tik Toc, X, etc.), and e-mail platforms (Mailchimp).
- Fluency in both official languages is preferred.

NOTE: This is an in-office based position.

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Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting '2024-17 Communications & Social Media Coordinator' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.