

## JOB LISTING

<u>Position Title:</u>	Digital Content Developer
<u>Competition Deadline:</u>	May 16th, 2018
<u>Start Date:</u>	May 30th, 2018
<u>Job Type:</u>	1 year contract - full time (30 hours per week)
<u>Salary:</u>	Competitive - commensurate with experience
<u>Location:</u>	Fredericton, New Brunswick - remote workers considered

### About the CCF/FCMA:

The CCF/FCMA is a long-standing national arts service organization that has been based in Fredericton, New Brunswick for more than a decade. We have a small leadership team who work closely with a wide range of members and partners across the country in order to make positive change for Canada's national craft community. Our work is conducted largely on a virtual basis, bringing together partners across a wide geographic divide to learn, share and grow. As a federation of organizations, the CCF/FCMA works with the Provincial and Territorial Craft Councils and affiliate organizations to unite, enrich, empower and celebrate the professional contemporary craft sector through collaborative action, networking and community development.

Join our team to learn about national and provincial arts organizations and gain a better understanding of how they operate. In our friendly and flexible environment, you'll be able to put your training and creativity to work for you, and for the benefit of a national arts and advocacy community.

### Job Description:

The Digital Content Developer will work under the guidance of the CCF/FCMA Director to undertake marketing and communications and assist with special project activities on a national scale. The position will require the incumbent to work independently and apply creative problem solving on a daily basis.

#### Responsibilities include:

- Produce, develop and design content for a variety of digital media including: CCF/FCMA website, blog, social media, e-newsletters, digital marketing, traditional marketing and communications outreach (such as print media and conference packages)
- Support and guide the national promotions committee including the co-ordination of national marketing efforts and identifying and creating content that aligns with CCF/FCMA projects and strategies
- Identify, develop and design for new and existing digital platforms to create campaigns specific to the contemporary craft sector
- Work with related marketing and communications committees of the board

- Compile, organize and distribute data, oversee digital marketing analytics
- Develop a strategic marketing and communication plan
- Other duties as assigned by the Director

**Position Requirements:**

- Advanced writing, editing and design skills including knowledge of the Adobe Creative Suite (particularly InDesign, Photoshop and/or Illustrator)
- Three or more years of experience managing a variety of social media platforms
- Experience in marketing and communication
- Knowledge of web analytics and SEO optimization
- A degree or diploma in a related course of study in graphic design, communications, art administration, craft, visual arts or a related field
- A design portfolio, including a minimum of two writing samples
- Excellent time management skills and attention to detail
- Travel may be required (approximately once per year) to conferences and events across Canada.
- Fluency in English is required, French is an asset

**How to Apply:**

Please send your resume and cover letter to Maegen Black, Director of the Canadian Crafts Federation at: [maegen@canadiancraftsfederation.ca](mailto:maegen@canadiancraftsfederation.ca). Please be prepared to share a design portfolio, either online or in print, if selected for an interview. If you have questions you may also contact us at (506) 462-9560.

**Application Deadline:**

**May 16th, 2018**