

JOB LISTING

Position Title:	Digital Content Developer
Competition Deadline:	September 15 th , 2020
Start Date:	September 28 th , 2020 (or sooner)
Job Type:	1 year contract – renewal pending funding approval
Salary:	\$15/hour, options for full time or part time.
Location:	Remote. (New Brunswick preferred but not required.)

About the CCF/FCMA:

The CCF/FCMA is a long-standing national arts service organization focused on our mission to “create connections and champion craft”. Our experienced leadership team works 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 put your digital media skills to work for you, creating digital content and sharing information with an arts based audience. Learn about national and provincial arts organizations in our friendly and flexible environment, where you can apply your creative skills on a daily basis.

Job Description:

The Digital Content Developer will work under the guidance of the CCF/FCMA Director to manage our social media and communications activities, graphic design, and to 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:

- Produce, develop and design content for a variety of digital media, including visual and written content.
- Create material for the CCF/FCMA website, blog, social media, e-newsletters, digital marketing, traditional marketing, project reports, and, to a lesser extent, print media and conference packages.
- Guide and support the national promotions committee in the co-ordination of national marketing efforts, identifying and creating content that aligns with CCF/FCMA projects and strategies.
- Identify, develop and design campaigns specific to the contemporary craft sector, for publication on new and existing digital platforms.
- Compile, organize and distribute digital marketing data and analytics.
- Design graphics to promote CCF/FCMA projects.
- Update and Expand existing strategic marketing and communication plans and create new plans for new projects.
- Other duties as assigned by the Director.

Qualifications:

- Required Skills:
 - Confident use of Adobe design software, including Photoshop, Indesign, Illustrator. (Animate and Premiere Pro are an asset)
 - Basic knowledge of and experience with email, web conferencing platforms, wordpress, etc.
 - Three or more years of experience managing a variety of social media platforms.
 - Clear and concise writing and editing abilities.
 - Excellent time management and attention to detail.
 - Sound judgment with the ability to make good decisions and build consensus.
 - Strong listening and communication skills.
 - Fluency in English is required, French is a strong asset.

- Preferred Skills:
 - Experience in marketing and communication.
 - A degree or diploma in a related course of study in Digital Media, Graphic Design, craft, or visual arts is preferred.
 - Knowledge of web analytics and SEO optimization.
 - Knowledge of digital arts development tools for web design, coding (HTML and CSS).
 - Animation skills including video and audio development are considered an asset.

Please note: This remote position will require the use of the employees' home office space and equipment, including a computer and internet access. Additional equipment may be provided as required.

How to Apply:

Please send your resume and cover letter to Maegen Black, Director of the Canadian Crafts Federation at: maegen@canadiancraftsfederation.ca. Please include a link to your online design portfolio, or provide a minimum of three sample projects with your application. All applicants must indicate their preference for full time or part time hours in their cover letter. If you have questions you may contact us at (506) 462-9560.

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Interested candidates who do not precisely meet all the requirements are encouraged to apply.

We value diversity as a strength, and encourage applications from a broad range of candidates.

Final applicant selection may be based on grant funding guidelines/restrictions.