

JOB LISTING

<u>Position Title:</u>	Digital Content Developer
<u>Competition Deadline:</u>	July 30 th , 2019
<u>Start Date:</u>	August 12 th , 2019
<u>Job Type:</u>	1 year contract – part time guaranteed, full time pending funding approval
<u>Salary:</u>	Competitive – Commensurate with experience
<u>Location:</u>	Craft NB, 331 Victoria Street, Fredericton, New Brunswick

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 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 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 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.
- 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 campaigns specific to the contemporary craft sector, for publications on new and existing digital platforms.
- Design graphics and animations to promote CCF/FCMA projects.
- Compile, organize and distribute digital marketing data and analytics.
- 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 using Adobe design software, including Photoshop, Indesign, Illustrator. (Animate and Premiere Pro are an asset)
 - Basic knowledge of and experience with email, podcasts, web conferencing platforms, digital animation programs, 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.
- Preferred Skills:
 - Experience in marketing and communication
 - Knowledge of web analytics and SEO optimization
 - Knowledge of digital arts development tools for web design, coding (HTML and CSS) and animation including video and audio development.
 - A degree or diploma in a related course of study in Digital Media, Graphic Design, craft, or visual arts is preferred.
 - Fluency in English is required, French is an asset.

Please note: Travel may be required (approximately once per year) to conferences and events across Canada.

How to Apply:

Please send your resume and cover letter to Maegen Black, Director of the Canadian Crafts Federation at: 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: July 30th, 2019

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.