

ARTS HABITAT'S CURRENT PROJECTS AND ACTIVE SPACES

ARTSHUB118 Live/Work Studios, 11731 93 Street

ArtsHub 118 consists of sixteen live/work studios located above the Nina Haggerty Centre for the Arts on 118 Avenue in Edmonton. Owned by Arts Habitat since 2011 and leased to the ArtsHub118 Housing Cooperative, this unique co-op membership is open to professional artists and non-profit arts or cultural industry professionals.

ARTSHUB McLuhan House and Garage Studio, 11342 64 Street

Located at 11342 64 Street in the beautiful historic Highlands, the restored McLuhan House is owned and managed by Arts Habitat as a centre for the Literary Arts and Ideas. It currently serves as Arts Habitat's office and features a gallery of private family photos donated on behalf of the McLuhan Estate; available for viewing upon request or appointment. McLuhan House is also home to our partners: **Edmonton Poetry Festival** and **YouthWrite**. Its use continues to grow as new partners find a supportive space for creative activity.

The Garage Studio Program has been in place since 2016 and offers 540 square feet of garage studio free of charge to work on self-directed projects. Arts Habitat has hosted both individual artists and groups annually. Past recipients have used this space to strengthen their practice with two of the visual artists being recognised as Alberta's Artist in Residence and Arts Ambassador following their Arts Habitat residency.

ARTSHUB Creative Studios (in development), 10133 97 Street

The Annex Building, owned by Jaffer Developments, will provide 10,000 square feet to Edmonton's non-market creative studio space. Arts Habitat is developing this new space in partnership with Jaffer Developments, expected to open in spring 2024. With major funding from Canadian Heritage and supporting funding from the City of Edmonton revitalisation programs, this much needed space will bring some relief to the lack of non-market creative studio space in downtown Edmonton.

ARTSHUB Ortona Armoury (in development; City-owned rehabilitation), 9722 102 Street

Arts Habitat has been an engaged partner throughout the Ortona Armoury Rehabilitation Project concept and design phase, and continues to provide consultation and guidance throughout the build phase. Arts Habitat is recognized as the operating partner in the City of Edmonton's application and receipt of the Canadian Cultural Heritage Fund of \$1.7 million.

With a planned opening in 2024, Arts Habitat will be the new building operator for this City-owned building that includes a new courtyard performance space, collaborative workshop/community areas, gallery, rehearsal space and 19 individual project studios. Arts Habitat will manage leasing the space to artists, facilitate programming and manage bookings of the community space.

Edmonton's first Cultural Infrastructure Plan

Arts Habitat is working with City Administration and cultural agencies to research, develop, build and seek approval from City Council for the City of Edmonton's first Cultural Infrastructure Plan. A planning, support and decision framework for arts and heritage spaces, that consider community need, the pace of development, displacement and population growth.

WE ENCOURAGE APPLICANTS FROM DIVERSE BACKGROUNDS

At Arts Habitat Edmonton, we are committed to an inclusive and diverse community. We believe that a diverse group of individuals with varied perspectives, experiences and backgrounds strengthens our organization and enriches our work. We warmly welcome and encourage applications from candidates of all races, ethnicities, genders, ages, abilities, religions and sexual orientations.

Diversity is one of our core values, and we actively seek to build a team that reflects the rich tapestry of our society. By welcoming applicants from diverse backgrounds, we aim to create an environment where everyone feels valued, respected and empowered to contribute their unique talents and insights.

If you share our commitment to diversity and are passionate about our mission, we invite you to apply for the **Communications Manager** position. Your experiences and perspectives are essential to our collective success, and we look forward to considering your application and qualifications.

POSITION SUMMARY

The Communications Manager at Arts Habitat Edmonton plays a vital role in conveying the organization's mission and objectives to stakeholders, including artists, property developers, the arts community and the general public. This position involves crafting and implementing communication strategies that promote Arts Habitat Edmonton's artistic initiatives, property development projects and creative spaces while fostering community engagement.

The Communications Manager will report to the Executive Director and work closely with the senior staff team including the Operations Manager and the Administration & Finance Manager.

POSITION RESPONSIBILITIES:

- **Strategic Communication:** Develop and execute a comprehensive communication strategy that aligns with Arts Habitat's vision, encompassing the arts, property development and creative space management.
- **Content Creation:** Generate compelling content, including media releases, blog posts, newsletters, social media posts, videos and visual materials, to highlight the organization's work, artistic endeavors and property development projects.
- **Media Relations:** Cultivate and maintain relationships with local, regional and national media, and distribute releases, coordinate events and respond to inquiries.
- **Social Media Management:** Oversee and enhance the organization's social media presence, ensuring consistent messaging, engaging with followers and utilizing social platforms for advocacy, fundraising and community-building.
- **Website Management:** Manage and update Arts Habitat Edmonton's website to reflect the latest property development initiatives, artistic achievements and creative space offerings.
- **Internal Communication:** Facilitate effective internal communication among staff, artists, tenants and stakeholders to ensure alignment with organizational messaging and objectives.
- **Brand Management:** Safeguard and strengthen Arts Habitat's brand identity, maintaining messaging consistency and visual elements across all communication materials.
- **Publications:** Manage the creation of various publications, such as annual reports, brochures and event programs, to inform stakeholders and secure support.
- **Crisis Communication:** Develop and implement crisis communication plans and protocols as needed to protect the organization's reputation and stakeholders' trust.

- Metrics and Analytics: Monitor and analyze the effectiveness of communication strategies, utilizing data-driven insights to adapt and optimize approaches.
- Collaboration: Collaborate with various City departments, including property development, arts management and event planning, to ensure a unified and impactful message.
- Advocacy and Outreach: Support advocacy efforts by designing campaigns, engaging with policymakers and mobilizing supporters for advocacy initiatives related to arts, property development and creative spaces.

QUALIFICATIONS

- Degree in Communications, Public Relations, Marketing, or a related field.
- Proven experience in communications, preferably within the non-profit sector, with a focus on arts, property development or creative spaces.
- A passion for the arts, property development, creative communities and a familiarity with Edmonton's Arts and Culture sector.
- Exceptional writing, editing and storytelling skills.
- Proficiency in digital communication tools, social media platforms and website management.
- Media and public relations experience, with knowledge of the local media landscape.
- Graphic design understanding and a strong understanding of branding principles.
- Strong project management skills and the ability to collaborate effectively.

PERSONAL ATTRIBUTES

- Dedication to Arts Habitat's mission, values and the arts.
- Excellent interpersonal and relationship-building skills.
- Creative thinking and innovative communication strategies.
- The ability to work under pressure, meet deadlines and adapt to changing circumstances.
- Strong attention to detail and a commitment to maintaining high-quality standards.

SALARY AND BENEFITS

The salary for a Communications Manager at Arts Habitat Edmonton is competitive and commensurate with experience, qualifications and the sector. We provide a competitive compensation package that includes an employer-paid group extended health and dental benefits package and paid vacation.

HYBRID WORK ARRANGEMENT AND LOCATION REQUIREMENT

- Currently, this position offers the flexibility to work remotely on designated days, with a requirement for in-office presence as needed for meetings, collaboration or specific projects.
- We provide the necessary tools and technology to support remote work, ensuring you can perform your job effectively from any location.
- Our organization fosters a culture of trust and accountability, empowering employees to manage their work schedules and locations responsibly.
- Candidates must reside within the Edmonton metropolitan area to accommodate in-office requirements.

HOW TO APPLY

Please submit a cover letter and resume in a single pdf document by email to: Arts Habitat Edmonton, Email: careers@artshab.com. For more information on Arts Habitat please visit www.artshab.com. Arts Habitat thanks all applicants for their interest. Only those candidates under consideration will be contacted.