

JOB DESCRIPTION

Job Title: Communications Coordinator
Job Type: Permanent, part-time
Hours of Work: 20 hours per week, flexible work hours, with possibility for growth
Wage: \$22.20 per hour
Applications Due: Wednesday, 12 August 2026, 11:59 PM ET

Summary

Under the direction of the Executive Director, and working collaboratively with the Kingston Arts Council (KAC) team, the Communications Coordinator will develop and implement communications strategies, outreach initiatives, and marketing to support KAC programs, events, advocacy, and strategic plan; provide front-line customer service; and develop and execute fundraising initiatives.

About the Kingston Arts Council

The Kingston Arts Council provides strategic leadership and services for the arts – as funder, leader, advocate, resource and facilitator of opportunities – in Kingston and the surrounding area. KAC is the primary resource for arts information and support in Kingston and the surrounding region.

KAC's core programs and services include administering the City of Kingston Arts Fund (CKAF), the Nan Yeomans Grant for Artistic Development, and the Mayor's Arts Awards; professional development programming; the KAC Membership program and Pocket Gallery; digital resources; communications support; and advocacy.

Duties and Responsibilities

- Develop and implement annual communications plans and strategies;
- Develop and implement marketing campaigns for individual programs and grants;
- Develop and implement outreach initiatives, ensuring widespread promotion and engagement, with efforts to connect with underrepresented groups;
- Maintain and enhance accessibility in KAC communications;
- Develop program graphics, posters, and other visual materials for distribution;
- Manage social media pages;
- Develop and distribute the biweekly KAC Newsletter and quarterly Membership Newsletter;
- Maintain and enhance KAC website and digital resources, including the Opportunities Board, Grants Board, Job Board, Arts Events Calendar, and KAC Member Directory.
- Develop and distribute press releases, the KAC Annual Report, and other communications materials as needed;
- Provide front-line customer service as the main point of contact for KAC, including responding to inquiries in person, over the phone, and via email;
- Develop and execute fundraising campaigns;

- Donor stewardship;
- Sponsorship outreach, including developing sponsorship packages, researching potential sponsors, and communicating with prospective supporters;
- Develop and/or support advocacy initiatives;
- Develop and expand relationships with local artists and arts organizations by attending arts events, presenting to local community and school groups, and participating in industry networking events and discussions;
- Collect, analyze, and report data to inform communications plans; and
- Other duties as assigned.

The following is a list of skills and assets we value for this position:

- Formal training and/or successful experience in communications and/or nonprofit arts administration (minimum 1-2 years relevant experience preferred);
- Strong proficiency in both written and verbal communication in English, with additional languages considered an asset;
- Well-versed in communications strategy;
- Experienced with developing graphics and visual material, with a keen eye for design;
- Adept at developing relationships and conducting outreach beyond existing connections;
- Commitment to and embodiment of the values of Indigenization, Inclusion, Diversity, Equity, and Accessibility (IIDEA);
- Knowledge of evolving better practices with regards to IIDEA and communications;
- Community-conscious and engaged with the local arts sector;
- Possessing strong customer service skills;
- Proficiency with common office computer programs and software, including Google Workspace, Adobe Acrobat, Zoom, and Canva;
- Photography skills; and
- Fundraising experience and/or donor stewardship.

Compensation and Structure

This is a part-time position (20 hours per week), compensated with an hourly wage of \$22.20, with the possibility for growth to full-time depending on the successful candidate and budget availability.

The Communications Coordinator will work closely with the Program Administrator to develop communications initiatives, and in collaboration with all KAC staff, under the direction of the Executive Director.

The Communications Coordinator will work onsite at the KAC office during regular office hours (10AM–5PM) and will be required to work occasional offsite, evening, and weekend events as needed. All work conducted outside of the Communications Coordinator's regular office hours will result in corresponding time off (lieu time) during their regular work week. Occasional remote work can be accommodated in alignment with the needs of both staff and the organization.

Application Process + Deadline

Applications are due by 11:59 PM ET on **Wednesday, 12 August 2026**.

Applicants are asked to submit their Resume or CV and Cover Letter via email to Nicole Daniels at hiring@artskingston.ca prior to the application deadline with the subject line *CC Application: [Your Name]*.

Please combine all documents in a single PDF attached to the email.

Applicants may also choose to include relevant samples of past work, including examples of graphic design, photography, or videography, or share a link to their digital portfolio.

If you require any accommodations for this process or have inquiries about the position or application process, please contact Nicole Daniels at ED@artskingston.ca or 613-546-2787