

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

Are you passionate about member and community engagement? Do you want to make a meaningful impact in the lives of Canadian artists? If so, we have an exciting opportunity for you! Join our dynamic team at ACTRA Montreal, a leading labour union for artists, as a Member & Community Engagement Coordinator (Public Relations Coordinator).

ACTRA Montreal is seeking a full-time: Public Relations Coordinator (Bilingual: French/English)

Position Scope

As the Member & Community Engagement Coordinator (Public Relations Coordinator), you will play a vital role in ensuring the efficient operation and highest standard of service for ACTRA Montreal and the National teams. You will have the opportunity to oversee our website and social media platforms, as well as collaborate with branch committees. Your creativity and excellent communication skills will shine as you produce compelling content for ACTRA Montreal's communications, events, workshops, and member driven initiatives.

Position Overview

- In this role, you will also compile contact and email lists, ensuring that applicable information reaches applicable stakeholders in a timely manner.
- You will be responsible for coordinating and overseeing the logistical preparations for various events, including the prestigious ACTRA Awards in Montreal and the ACTRA Short Film Festival.
- Additionally, you will have the chance to design, update, and deliver outreach initiatives and programs, such as the Apprentice Member Initiation Course and the ACTRA Montreal professional development program, making a tangible difference in the lives of Canadian artists.
- As the eyes and ears of ACTRA Montreal, you will monitor media coverage and report the results to the team and key stakeholders & make recommendations regarding public relations (PR) opportunities.

ACTRA

- Assist in the preparation of Public Relations (PR) & Communications materials (such as writing and distributing detailed press releases, promotional social media posts, fact sheets, web content, briefs & brochures) as well as the reports and visual presentations for the annual general membership meetings along with organizing & lobby efforts will be part of your responsibilities.
- You will also have the opportunity to analyze the outcomes of PR campaigns and report your findings and recommendations to management.
- Other related duties and projects generally considered to be within the job category.

Success Factors

- **Passion for Member and Community Engagement:** The ideal candidate should demonstrate a genuine passion for engaging with members and the community, with a strong desire to make a meaningful impact in the lives of Canadian artists.
- **Strong Communication Skills:** Exceptional written, oral, and interpersonal communication skills are crucial for effectively engaging with members, stakeholders, and the public. The candidate should be able to produce compelling content for various communication channels and collaborate with the National Public Relations Officer.
- **Industry Knowledge and Trends:** A keen understanding of industry trends that affect ACTRA Montreal members is essential. The candidate should stay updated on relevant developments and be able to recommend and develop public relations opportunities surrounding these trends.
- **Project Management and Multitasking:** The candidate should possess exceptional multitasking abilities and prioritization skills. The ability to manage various projects simultaneously, meet deadlines, and work well under pressure is vital for success in this role.
- **Detail-Oriented and Organized:** Attention to detail and organizational skills are important for compiling accurate contact lists, coordinating events, and preparing PR materials. The candidate should maintain a high level of accuracy and ensure that information reaches the right stakeholders in a timely manner.

Qualifications

- We are looking for a detail-oriented individual with exceptional written, oral, and interpersonal communication skills. A post-secondary diploma/certificate and/or degree in Communications, Public Relations, or a related field is preferred, along

ACTRA

with at least two years of direct work experience. Knowledge of trade unions, cultural industries (e.g., film, television, radio, new media), and member-driven organizations is highly desirable.

- As a team player, you should be able to work independently and thrive under pressure. Your exceptional multitasking abilities and prioritization skills will be essential in managing various projects. Fluency in both English and French is required, and proficiency in content management, communications, and desktop publishing software programs (e.g., Adobe InDesign, Adobe Suite, WordPress) and web services is highly desirable. Expertise in social media and web communications (e.g., Facebook, Twitter, Instagram, LinkedIn) will be a strong asset.

If you are ready to take on a challenging and rewarding role where you can make a real impact on the lives of Canadian artists, we want to hear from you! Join us at ACTRA and be a part of a passionate team dedicated to supporting artists and shaping the future of the cultural industries. Apply now and help us create a vibrant and thriving artistic community in Montreal.

Application Process:

Interested applicants are invited to submit a resume and cover letter quoting **#2023-32 'Public Relations Coordinator-Montreal'** in the email subject line.

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.