

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 30,000 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.

Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company.

ACTRA Alberta is seeking a part-time (19.5 hours per week): Public Relations & Event Coordinator

Responsibilities:

Duties include but are not limited to:

- Support the branch office in implementing Public Affairs and Communications initiatives.
- Assist in updating, maintaining, and developing applicable ACTRA websites and online platforms.
- Maintain relationships with external industry partners and oversee the branch sponsorships.
- Coordinate the planning, development, and execution of branch workshops and events.
- Plan and coordinate all event materials, including equipment, documents, handouts, evaluations, and other key materials.
- Respond to member inquiries on events and content.
- Communicate member feedback on events and workshops with the emphasis on content improvement and member engagement.
- Communicate with guest speakers/panelists/facilitators on planning and logistical arrangements for events and workshops.
- Oversee each phase of the event to ensure it runs smoothly and promptly respond to resolve issues or concerns.
- Accountable for reconciliation of event invoices to ensure contractual obligations are met and invoices are processed promptly.
- Monitor media coverage and report results to the team and key stakeholders.
- Assist branch staff with various outreach initiatives and programs as assigned.
- Other related duties and projects generally considered to be within the job category.

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Qualifications:

- Undergraduate university degree or post-secondary certificate/diploma in a related field (e.g., Business Administration, Administrative Services, Hospitality/Event Management, Public Relations).
- Minimum two (2) years' relevant event management experience (or equivalent combination of education/experience).
- Impeccable interpersonal, presentation, written and verbal communication skills.
- The ability to work professionally with people from various levels of the organization.
- Excellent vendor management skills and proven problem-solving ability.
- Detail-oriented and exceptional organizational skills, with the ability to juggle multiple projects and duties.
- Skilled in priority-setting, efficient time, and project management skills.
- Demonstrated experience in database management.
- Computer literacy at an advanced level.
- Demonstrated ability to work independently and to collaborate with others.
- Excellent time management and organizational skills.
- The ability to work in a fast-paced environment under pressure.
- Understanding of the ACTRA Constitution and By-Laws and knowledge of ACTRA's industry agreements.
- Knowledge of unionized environments, procedures, practices, and techniques used in collective bargaining and labour-management negotiations.
- General knowledge and interest in trade unions, the entertainment sector, and Canadian cultural issues.

NOTE: This is an in-office based position.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting '2024-19 Public Relations & Event Coordinator – ACTRA Alberta' 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.