

Publications and Communications Coordinator

La Centrale galerie Powerhouse is an artist-run centre dedicated to the dissemination and development of multidisciplinary feminist practices. We are committed to supporting artists and artistic practices that are marginalized from dominant cultural institutions, and at various stages of their careers. Our programming is in dialogue with feminisms and supports intersectionality and social justice.

La Centrale is committed to principles of anti-racism, anti-oppression, and equity. Please see La Centrale's [Basis of Unity](#) and [Anti-Harassment Policy](#) for more information.

Publications and Communications Coordinator

One-year part time contract: 20 hours/week, January 2022 - January 2023
Schedule: Flexible work hours, availability on nights and weekends may be required for special events. Work will be a hybrid model of work-from-home and on-site. La Centrale will furnish laptops for work-from-home purposes.
Salary: \$21/hour
Application Deadline: November 7, 2021 (11:59 EST)

For information on the accessibility of La Centrale, please visit the [Accessibility page](#) of our website.

With the support of a *Digital Now* grant from the Canada Council for the Arts, La Centrale is initiating a year-long programming initiative that will combine both in-person and online programming. The project will build upon the work of [La Centrale equity-seeking committee](#) and [Laboratory programming](#).

The Laboratory programming was initiated by the equity-seeking committee following a crisis at La Centrale that was engendered by racism, oppression, and abuse of power. The programming's objective is to provide a platform for members of traditionally marginalized communities, including: Indigenous, Black, POC, 2SLGBTQQIPAA+, disabled, and neurodivergent people.

The project, which will focus on questions around equity and intersectionality within cultural organizations, will culminate in the creation of an online platform and publication.

The Publications and Communications Coordinator will be a driving force behind the production and implementation of the project's digital publication as well as the communications strategy behind the online platform and associated programming.

La Centrale thanks the Canada Council, whose generous support makes this project possible.

Responsibilities:

- Work with the Programming Coordinator, in collaboration with the [Artistic and Community Alliances Coordinator](#) to develop and see-through a cohesive artistic vision for the project.
- Work with the Communications Coordinator to develop a communication plan and calendar.
- Collaborate with the [equity-seeking committee](#) to select writers for the online publication.
- Oversee the selection of writers for the online publication.
- Coordinate translators and copy editors.
- Coordinate all aspects of the development of the online publication and platform in collaboration with a web and graphic designer.
- Manage collaboration with the Graphic Designer to develop a visual identity for the project.
- Develop and initiate communications strategies to promote and create interest in the project.
- Develop communications strategies to create awareness of the project within individuals and groups who are not already familiar with La Centrale.
- Work with the Finance Coordinator to develop a project budget and timeline.

- Ensure that project deliverables are achieved.
- Work with the Finance Coordinator to complete a project grant report following the conclusion of the programming.
- Providing general support to the project as needed.
- Following the conclusion of the programming, produce a project post-mortem.

Desired Qualifications:

- Publishing knowledge and skills to create, edit, and prepare digital publication and communications materials.
- Knowledge in marketing and communication strategies
- Knowledge of the production lifecycle from concept to final product.
- Excellent verbal and written communications skills, including ability to copy edit communications materials.
- Comprehensive computer skills and command of tools and applications such as Adobe Creative Suite, social media platforms, and web analytics.
- Ability to build strong working relationships with participating writers.
- Proven commitment to equity, diversity, and intersectionality, and practices of anti-racism and anti-oppression
- Ability to approach complex issues raised by the concerns of interdisciplinary feminism, anti-racism, and anti-oppression with care and nuance
- Knowledge of and interest in contemporary art, specifically in feminist and decolonial writing. Familiarity with Montréal's artistic communities is a plus.
- Ability to work collaboratively within a small non-hierarchical team.
- Ability to work between administrative and creative tasks.
- Ability to work independently and hold oneself accountable to responsibilities and deadlines.
- Capacity for problem solving and resourcefulness.
- Project management experience and ability to coordinate collaborative projects.
- Willingness to ask for help when needed.
- Familiarity with or interest in the potential of digital projects
- Ability to work collaboratively while managing and nurturing the voices of La Centrale's membership.
- Strong fluency in French and English is required, knowledge of a language other than French or English is a plus.

These qualifications represent a sample of relevant skills and experience. Candidates may possess qualifications that are not included in this list. Even if you do not have all of these qualifications, we encourage you to apply. We believe in the potential of growth and curiosity and welcome applications from anyone who is excited to do the work.

To Apply:

To apply, [please complete the application Google Form](#) and submit an up to date CV to equite@lacentrale.org before November 7, 2021 (11:59). Selected applicants will be contacted for an interview on or before November 19, 2021. Interviews will take place between November 29th and December 9th, 2021. Results will be announced in December 2021.

In order to ensure an equitable hiring process, applicants' personal information (including name and self-identifications) will be censored from the application. The hiring committee will not have access to this information when selecting applicants for interviews.

Questions regarding the position and application process can be directed towards: equite@lacentrale.org. Please include the following subject line: **Digital Now: Publications and Communications Coordinator**

Applicants must be legally allowed to work in Quebec and Canada.

For more information go to [La Centrale website](#)
or write to equite@lacentrale.org