

Marketing and Communications Coordinator



January 21, 2026

Reports to: Director of Client Services

Conexus Arts Centre is looking for a creative, driven **Marketing & Communications Coordinator** to strengthen our brand, amplify our messaging, and support exceptional guest experiences.

This is a key position responsible for building our brand, strengthening our image, and helping create exciting and memorable guest experiences through high-impact and measurable marketing and content.

You'll take ownership of marketing, communications, promotions, and digital content, including hands-on work updating and improving our website content, supporting Centre-led initiatives and third-party events.

What you'll do:

Website Content & Digital Presence

- Create, edit, and maintain website content to support events, promotions, programs, and Centre messaging
- Ensure the website stays current, engaging, and aligned with branding and guest experience goals
- Write clear, audience-friendly copy for web pages, event updates, and public-facing communications

Campaigns and Promotions

- Plan and coordinate Centre-led advertising and promotional campaigns
- Work directly with promoters to support advertising deliverables and deadlines
- Ensure campaign components are executed on time and on budget

Content Creation and Communications

- Create and schedule regular outbound communications across social media, email, and other platforms
- Develop creative content using Canva, Adobe, and video tools
- Draft and edit written content for newsletters, internal signage, and print collateral
- Maintain and update YoDeck and internal digital signage systems

Data Analytics and Reporting

- Track and report on campaign performance, social media results, and email marketing metrics (Hive or similar)
- Maintain and grow audience data through segmentation and engagement tracking
- Use results to adjust strategy, targeting, and content performance

Stakeholder and Partner Coordination

- Work with promoters, contractors, and media partners to fulfill marketing deliverables
- Support sponsorship visibility and branding commitments
- Assist with approvals, third-party coordination, and invoice tracking

What you bring:

- 2+ years experience in marketing, communications, or a related role
- Strong understanding of branding, digital marketing, and content strategy
- Strong writing and proofreading skills (you can write for humans, not corporate robots)
- Experience with Canva and Adobe tools (InDesign, Photoshop, etc.)
- Familiarity with email and analytics tools (Hive, Meta Business Suite, Mailchimp or similar)
- Basic video editing skills (CapCut or equivalent) are an asset
- Organized, deadline-driven, and comfortable juggling multiple projects
- High attention to detail and quality control: you'll be trusted as the public voice of Conexus Arts Centre, so grammar, tone, consistency, and accuracy aren't optional

To Apply:

Please send your resume and cover letter to nick.oleynick@conexusartscentre.ca