

SCREEN NOVA SCOTIA

Job Title: Communications & Events Officer

Position Status: Full Time (Monday-Friday, 9AM-5PM)

Term: Temporary Maternity Leave Position (April 2023-March 2024)

Direct Report: Executive Director

Salary Range: Commensurate with experience

Location: 1869 Upper Water Street, Suite #403, Halifax, Nova Scotia (SNS office)

Deadline to Apply: 5:00 p.m. AST on March 9, 2023

Purpose: Reporting to the Executive Director and working closely with both the Industry Services Manager and the Membership & Events Coordinator, the Communications & Events Officer is responsible for providing daily and specialized communications for the organization, as well as assisting with the planning/logistics/deliverables for industry events (specifically the SNS Awards Gala and Nova Scotia Content Market). Please note this is a temporary maternity leave position.

Context: Screen Nova Scotia is a film commission and membership-based industry association, dedicated to building a strong and sustainable future for the province's production sector. Screen Nova Scotia is the first point of contact to find out more about locations, production partners, industry resources and infrastructure, and financial incentives. The organization is guided by a board of directors and an active membership that works in all areas of film, television, and animation (producers, service providers, local cast and crew, unions, and industry organizations).

Who we are looking for: The successful candidate will be passionate about growing Nova Scotia's screen industry and supporting the overall work of the organization. They will bring strong communication skills (writing/creating/editing/managing content) and logistical skills (planning/organizing events) to this role.

Key Responsibilities:

I. Communications

- Responsible for researching, developing, writing, and managing all SNS communications and messaging, including e-blasts, newsletters, and press releases.
- Responsible for developing, writing, and managing online daily communications, including social media and website updates.
- Work with the appropriate SNS team members to develop, launch, and manage communications (webpages, social media, etc.) for all SNS programs, events, and activities. Create marketing materials in collaboration with our graphic designer, when required.
- Respond quickly to any communications issues that arise.
- Edit/proofread any communications developed by other SNS team members (funding reports, etc.)
- Be the first point of contact to provide appropriate responses/resources for media requests.

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II. Events

- Responsible to assist with all planning, logistics and deliverables required to successfully deliver SNS events, specifically the Awards Gala and the Nova Scotia Content Market.
- Assist with partnership solicitation/sponsorship fulfillment for all SNS events.
- Provide leadership/support to relevant committees and working groups as required.

Qualifications/Experience:

- Knowledge of the film and television industry in Nova Scotia is essential for this role.
- As the first point of contact for the organization's general communications, professionalism is required at all times.
- A degree and/or demonstrated work background in communications, journalism, or public relations is an asset. Candidates with additional training in subjects related to communications such as social media management, digital marketing, or related subjects will also be considered.
- Event management and production experience are also important assets in this role, which can be operations-heavy during SNS events.
- Proficiency and familiarity working with WordPress, MailChimp, G Suite, all social media platforms and online communication platforms.
- Excellent written and spoken communication, ensuring consistency with the organization's overall vision, tone and brand are essential.
- Strong editing, grammar, and analytical skills.
- Ability to plan and work on several projects simultaneously (managing both communications and events) and to meet objectives and deadlines in a fast-paced, high-stakes environment where quick turnaround times are crucial and attention to detail a must.
- Proven capacity to work collaboratively with others as part of a team, with independent problem-solving abilities.

To apply: Interested candidates can apply with a cover letter and resume to jobs@screennovascotia.com before 5:00 p.m. AST on March 9, 2023. Only applicants selected for an interview will be contacted.

Please note: Screen Nova Scotia is dedicated to building a diverse, inclusive and authentic workplace that is representative of our membership and the industry we serve. We welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, and Persons with Disabilities. If you are a member of one of these equity or sovereignty-seeking groups, you are encouraged to apply even if your experience doesn't align perfectly with all of the qualifications in the job description. Please self-identify on your application.