

Inter Arts Matrix

[www.interartsmatrix.ca](http://www.interartsmatrix.ca)

**Position Available:  
Audience Relations and Communication Coordinator (ARCC)**

One Year Contract

10 hours a week

\$18 per hour

Start date - May 10, 2021 or ASAP

Applicants must live in Waterloo, Wellington area

INTER ARTS MATRIX (IAM) is a registered charitable arts organization based in the Region of Waterloo, Ontario. Founded in 2007, IAM is governed by a volunteer board of directors and employs an artistic director.

IAM also employs, on a contractual basis, artists of various disciplines, along with technical and administrative staff necessary to support the organization's mandate: "to educate and increase the public's understanding and appreciation of interdisciplinary art forms, to assist artists in developing interdisciplinary art and disseminating it to the public, and to provide programs promoting interdisciplinary art."

The **Audience Relations and Communications Coordinator (ARCC)** will work closely with the IAM Artistic Director (AD), the IAM Digital Projects Manager, and IAM's web designer to advance the mission of Inter Arts Matrix.

The **ARCC's** primary focus will be a weekly lecture series (and networking program) called X-Camera that is hosted online through Zoom every Friday. The **ARCC** will be integral to the continued success of this program. X-Camera is a focus for organization as it is the principle way that InterArts Matrix is supporting artists and building community during a time when in-person gathering is not possible. The **ARCC** will work in collaboration with IAM colleagues to develop methods for hybrid in-person/on-line programs as pandemic restrictions wane.

The **ARCC** will play a key role in marketing X-Camera through social media, website content development and communication with speakers and their networks. Also integral to the role is attendance at and technical assistance for the weekly online event. Familiarity and facility with Zoom, or a willingness to focus on this training, is key to the role.

### **Skills required for the position:**

- Research and communication skills
- Knowledge of and facility with Zoom, EventBrite, Twitter, Instagram, Facebook, LinkedIn
- Ability to play a key role in the development of IAM's digital identity, presence and impact
- Writing and editing skills for development of web site content, production of communication (letter of agreement/contracts) with artists
- Interpersonal skills, written and verbal communication skills for interactions with artists/speakers, audience participants, IAM staff
- Willingness to conduct continued research into Zoom and other online platforms for optimization of webinars
- Ability to work independently
- Ability to embrace ambiguity and comfort with artistic and social experimentation
- Attention to detail and capacity to organize and prioritize tasks
- Interest in the arts and knowledge of contemporary art
- Interest in interdisciplinary approaches to knowledge

*The **Audience Relations and Communication Coordinator** will work in collaboration with the Artistic Director to advance this basic operating philosophy of Inter Arts Matrix.*

To Apply:

Please prepare a single PDF with:

- a cover letter highlighting your relevant training, skills, past experience, and interest in the position (one-page maximum)
- CV/Resume (maximum three pages)

Please send your submission to  
Sheila McMath,  
Artistic Director, Inter Arts Matrix  
[smcmath@execulink.com](mailto:smcmath@execulink.com)

no later than Tuesday, April 27, at 9:00 am

Only candidates selected for an interview will be contacted.