

## **The Bows Communications Manager Call for Applications**

**The Bows is seeking applications for the position of Communications Manager**

**Deadline for applications: May 10, 11:59 pm MST**

**Pay: \$20/hour**

**Term: Full-time, 30 hours/week for 9 weeks**

**Location: Mohkínstsis (Calgary)**

**Start date: June 17, 2026**

The Bows welcomes applicants with a wide range of skills, experiences, approaches, and perspectives. We strongly encourage applications from racialized individuals and those from LGBTQ2S+ communities, who will be prioritized in the hiring process. Applicants from all backgrounds, lived experiences, and levels of experience are encouraged to apply.

Only shortlisted candidates will be contacted for interviews.

### **About the organization:**

The Bows (formerly Untitled Art Society) is an artist-run centre in Mohkínstsis (Calgary), Alberta, Treaty 7 Territory. Our core goals are: to support the development, creation, and presentation of new work by early-career artists; to provide affordable studio space for Mohkínstsis (Calgary)-based artists; and to broaden the reach and scope of contemporary art in our region, with the ultimate, if ambitious, aim to engage this city with artistic work that explores pressing contemporary issues.

We work toward these goals with a human-centric approach that prioritizes the wholesale support of artists; creative and radical uses of spaces outside of the gallery; and a curatorial focus on projects and practices that dovetail with the specific socio-political, cultural, colonial, economic, and Indigenous histories and contexts of Alberta. Ultimately, The Bows strives to empower and support artists to imagine radical futures, and to invite those inside and outside of our community to be co-conspirators in realizing such futures.

**About the position:**

The Communications Manager works closely with staff to support and strengthen The Bows' public presence, contributing to clear, engaging, and accessible communications across the organization's programming, including exhibitions, events, and other initiatives. Through digital platforms, written materials, and in-gallery interactions, they play a key role in connecting audiences to the organization's activities and fostering meaningful engagement with its communities.

The Communications Manager is responsible for supporting the development and distribution of communications materials, including social media content, newsletters, and website updates, while ensuring consistency in voice, tone, and visual identity. Working across a range of platforms, they contribute to how programming is shared and experienced publicly, gaining hands-on experience in arts communications and audience engagement.

The position combines desk-based communications work with in-gallery responsibilities, such as gallery sitting and public interaction, offering a balanced experience of both behind-the-scenes and front-facing aspects of the organization. Work will take place both independently and collaboratively, with clear expectations and support throughout, enabling the successful candidate to build skills and contribute meaningfully to the organization's day-to-day operations.

**Equity:**

The Bows is mindful of and proactive about barriers and challenges that an equity-seeking individual could face in an organization built upon colonial logic and white supremacist traditions. In this time of organizational growth and change, The Board and staff are also committed to and responsible for the ongoing work of unsettling colonial systems, which includes a requirement to be ever-changing and open to other forms of operating. In this spirit, we understand support as a mutual practice, where flexibility is paired with reliability, and care is practiced through shared responsibility.

The Bows Board and staff will work with the incoming Communications Manager to mitigate the harmful effects of institutionalized colonialism and white supremacy. We aspire to continue to unsettle these foundations, as an organization and as the individuals that comprise it, and we look forward to working in these ways with the incoming Communications Manager.

### **Specific Responsibilities and Duties:**

#### *Digital & Social Media*

- Plan, develop, and schedule monthly social media content aligned with exhibition programming, events, and organizational voice
- Maintain an active and consistent presence across platforms, adapting content as needed
- Develop a system of analytics to assist reporting on reach, engagement, and audience growth
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#### *Email & Newsletters*

- Research the best platforms for newsletter distribution and design
- Produce and distribute a monthly e-newsletter, including writing, editing, and layout
- Maintain and segment mailing lists to support targeted communications
- Track and analyze newsletter performance (open rates, click-throughs, engagement) and refine approaches accordingly

#### *Website & Digital Presence*

- Regularly update the website with current exhibitions, events, artist information, and announcements
- Coordinate with staff to ensure all online content is accurate, accessible, and up to date
- Ensure consistency in voice, tone, and visual identity across all communications
- Design or oversee the production of promotional materials (e.g., posters, postcards, digital assets)

#### *Documentation & Archives*

- Organize and maintain archives of communications materials, newsletters, social media assets, and photographic documentation

### *Public-Facing Communications*

- Assist in drafting and editing exhibition texts, announcements, and public statements
- Support front-of-house communications for events, including writing event descriptions and signage

### *Gallery Attending & Visitor Engagement*

- Serve as a point of contact for visitors during open hours, providing information about exhibitions, artists, and programming
- Support the day-to-day operation of the gallery, including opening/closing procedures and maintaining a welcoming, accessible space
- Monitor exhibitions to ensure the safety of artworks and the space

### *Collaboration & Internal Support*

- Work closely with staff and community members to gather content, stories, and updates
- Attend staff meetings and contribute to planning and audience engagement strategies

### **Qualifications**

(Canada Summer Jobs Eligibility & Requirements)

- Must be under 30 years of age at the start of employment
- Must be a Canadian citizen, permanent resident, or person granted refugee status in Canada
- Must be legally entitled to work in Canada and have a valid Social Insurance Number
- Must be a current student returning to school in the fall, with studies in arts administration, communications, marketing, fine arts, or a related field considered an asset

### **Skills & Experience**

The ideal candidate will bring a combination of the following experiences, skills, and approaches:

- Strong written and verbal communication skills, with an interest in developing professional writing for public audiences
- Familiarity with social media platforms (especially Instagram) and an interest in building skills in content creation, scheduling, and analytics
- Basic design skills (e.g., Canva, Adobe Creative Suite, or similar)

- Some experience with or interest in website updates (e.g., WordPress or other CMS platforms)
- Strong organizational skills and attention to detail, particularly in managing digital files and communications
- Ability to work independently while also contributing to a collaborative, team-based environment
- Interest in contemporary art, artist-run culture, and community-based programming

### **Learning Outcomes & Mentorship**

- Gain hands-on experience in arts communications, including social media strategy, newsletter production, and website management
- Develop professional writing and editing skills across a range of formats (e.g., exhibition texts, promotional materials)
- Build skills in audience engagement, analytics, and digital communications strategy
- Receive mentorship from senior staff, including regular check-ins and feedback
- Gain experience in public-facing roles through gallery attending and visitor engagement
- Develop an understanding of artist-run centre operations and the broader contemporary arts ecosystem

### **Reciprocity (Roles and Responsibilities of The Bows):**

The Bows is committed to wholeheartedly supporting the incoming Communications Manager with the understanding that such support will need to be tailored to the idiosyncratic needs and interests of the hired candidate. The Systems Director, as well as the Board of Directors, are responsible for providing a generous transition and learning period for the incoming Communications Manager. The Board and staff are also committed to and responsible for the ongoing work of unsettling colonial systems, which includes a requirement to be ever-changing and open to other forms of operating. The Bows is committed to being a caring, transparent, flexible, and human-centred employer; we intend to continue to approach HR as “human relations” rather than “human resources.”

**Working Conditions:**

- Lifting and physical tasks may be required
- Some evening or weekend work may be necessary for events or programs
- Access to workspace and necessary equipment provided

**To apply:**

Applicants are encouraged to send a letter of interest and CV in one PDF to [jasmine@thebows.org](mailto:jasmine@thebows.org) (subject: Communications Manager) no later than 11:59 pm (MDT) on May 10, 2026

Candidates are also welcome to submit a video application of no longer than 5 minutes.

Questions about the position or application process can be directed to the current Systems Director, Jasmine Hynes, at [jasmine@thebows.org](mailto:jasmine@thebows.org).

**To apply:**

Applicants are encouraged to send a letter of interest, including artistic and personal priorities, ideas, past work, past experiences, and/or any other relevant information, and CV in one PDF to [board@thebows.org](mailto:board@thebows.org) (subject: Artistic Director) no later than 11:59 pm (MDT) on May 8, 2026

Candidates are also welcome to submit a video application of no longer than 5 minutes.

Questions about the position or application process can be directed to current Systems Director Jasmine Hynes at [jasmine@thebows.org](mailto:jasmine@thebows.org).