Nocturne Art At Night Society – Volunteer Board of Director, Communications

Nocturne is a fall festival that brings art and energy to the streets of Halifax between 6pm and midnight on a Saturday night in late October each year. The completely free event showcases and celebrates the arts and culture scene in Halifax.  Nocturne, designed and planned by volunteers, is an opportunity for everyone to experience the art of Halifax in a whole new light. Nocturne is a non-profit organization and has been operating successfully for eight years, 2016 will be the ninth year for the event.

As a member of the board of directors, the duties may include but are not limited to:

* Attendance of monthly evening board meetings
* Attendance at committee meetings (Communications & Marketing, Sponsorship, Strategic planning, HR, Operations) as necessary to facilitate knowledge sharing
* Manage communications content creation and dissemination over social networks (Facebook, Twitter, and Instagram) and on the website/blog. Delegate to committee members tasks such as monitoring activity on these platforms and responding to information requests.
* Interact on the above platforms with the Nocturne community in a timely and positive manner.
* Draft / edit press release materials for the media, public, volunteers, and the community of artists and participants in Nocturne. These are typically sent out through Mailchimp mailing lists.
* Track media mentions (in a spreadsheet), and collect testimonial-type comments from the community (usually via social networks) for the website. Collect magazine and newspaper articles and similar types of content about Nocturne by saving webpages to PDF or similar, in case in the future that content is no longer available.
* Assist in coordinating interviews if necessary, e.g. if public relations coordinator is unavailable.
* Coordinate contests and giveaways.
* Contribute to both short-term and long-term strategic planning
* Works closely with Marketing Director
* General support in management of the event, including acting as a resource for board members, committee members and other volunteers as needed
* Time commitment varies but is approximately 15 hrs required per month with less in the winter months and slightly more in the months prior to the event with focus shifting to regular social media interactions closely to and on event day/night.

Qualifications:

* Experience working in non-for-profit organizations
* Possess a degree in an Art related field, such as art history, museum studies or have equivalent experience
* Have an interest in local art scene
* Proven results using social media

To find out additional information on Nocturne, please visit our website [nocturnehalifax.ca](http://www.nocturnehalifax.ca). To apply, please send along your CV to HR Director at humanresources@nocturnehalifax.ca by midnight on January 24, 2016.