

**JOB OFFER – Communications Assistant
(Emploi-Québec wage subsidy)****MUTEK**

<https://montreal.mutek.org>

Important: Candidates must be eligible for the Emploi-Québec wage subsidy. Please contact your local employment center (CLE) before applying.

About the organization

MUTEK is a non-profit organization dedicated to showcasing and developing emerging forms of digital creation in sound, music, and visual arts. Its mandate is to offer the most original and visionary artists in the field a platform that helps them gain visibility and propel their creative concepts as far as possible, while fostering initiation, awareness, and the development of new audiences.

MUTEK's main activity is the presentation of its annual festival, held in Montréal since 2000, primarily in the Quartier des spectacles.

Mandate

Under the supervision of the Digital Content and Marketing Manager, the Communications Assistant plays an active role in implementing MUTEK Montréal's communication strategy. He/She/They contribute to the creation, coordination, and dissemination of content across the Festival's and Forum's digital platforms, while ensuring editorial, visual, and strategic consistency for the brand.

Attention will be given to employment equity in the hiring process to address gaps in the representation of groups considered as minorities, including women, non-binary people, Black, Indigenous, racialized minorities and/or LGBTQIA2+ communities and/or persons with accessibility needs.

Tasks and responsibilities

- Participate in the implementation of the communication plan and ensure that established deadlines are met
- Coordinate information flow between internal teams and external partners
- Write, edit, and integrate content for websites (Craft CMS) and newsletters
- Design, write, and publish various types of content on social media (Facebook, Instagram, LinkedIn, TikTok)
- Create and adapt short video content (reels, stories, TikTok) related to Festival and Forum activities
- Collaborate on the production and adaptation of visuals with external providers (graphic design, photo, video, translation)
- Participate in coordinating the production of promotional tools and signage
- Contribute to the segmentation, planning, and sending of newsletters via Arenamatrix/Brevo and ensure contact database updates
- Monitor and analyze communication performance (social media, websites, newsletters) using analytical tools such as Google Analytics, Meta Business Suite, and Arenamatrix/Brevo
- Prepare statistical reports and make recommendations to optimize digital strategies
- Contribute to documenting actions taken and drafting the post-mortem at the end of the mandate

Required skills and qualifications

- Post-secondary degree in communications, marketing, journalism, or a related field
- Excellent command of French and English (spoken and written)
- Strong writing skills and attention to detail

- Good knowledge of social media and content-creation trends (especially TikTok and Reels)
- Proficiency with content management systems (CMS), ideally Craft CMS
- Comfort with CRM tools, particularly Arenamatrix
- Knowledge of digital analytics tools (Google Analytics, Meta Business Suite)
- Knowledge of Adobe Suite (InDesign, Illustrator, Photoshop) — an asset
- Strong organization, autonomy, and thoroughness
- Ability to manage multiple projects simultaneously in a demanding event-driven context
- Strong interest in digital arts, electronic music, and contemporary digital cultures

Conditions

Contract type: subsidized position for a period of 30 weeks with the possibility of employment at the end of the term

Start date: Monday, January 26, 2026

Schedule: 35 hours/week, mostly in person (1201 Bd Saint-Laurent), variable with increased availability required during MUTEK events and in the lead-up to the Festival (August 25 to 30, 2026)

Required equipment: a smartphone and a laptop with, if possible, editing software such as Adobe Suite

Salary: \$22/hour

How to apply

Please complete the [following form](#) by January 5, 2026, making sure to include your resume, a cover letter, and the letter of eligibility if received already. Only selected candidates will be contacted. If you have any questions, please email communication@mutek.org.