

# Craft Business Development Coordinator

L'sipukt-Sydney, Mi'kma'ki-Nova Scotia

28-month contract position

Full-time (37 hours per week)

Salary Range \$40,000 to \$45,000 depending on experience

Cape Breton Centre for Craft & Design (the Centre) is seeking a driven and creative individual for the role of Craft Business Development Coordinator, overseeing programs and services to support the development of the Unama'ki-Cape Breton Island craft sector. This role will build capacity for existing, emerging and established craft artists by ensuring that growth challenges and opportunities identified by the sector are supported through business, productivity, technical, sales and marketing training, advice and mentoring.

Working directly with the Executive Director, as part of a dynamic and creative team, this individual is responsible for developing and implementing initiatives to start, sustain or grow Unama'ki-Cape Breton craft businesses through the management of business skills development activities and funding programs.

## Job Description:

- Build relationships with emerging, existing and established Unama'ki-Cape Breton craft artists and support the development of their craft businesses
- Develop and coordinate an annual series of business skills development workshops for craft artists
- Develop business skills programming based on needs identified in the 2020 Craft Sector Survey
- Support craft artists to increase their innovation and competitive capabilities
- Develop training programs to increase the capacity for wholesale and export sales for craft artists
- Work with craft artists to increase their marketing and online sales capabilities
- Evaluate and approve funding applications for business skills development activities
- Develop and coordinate a craft mentorship program
- Collect data from craft artists for all activities in relation to business skills development activities
- Research and identify new business trends in craft and develop programs to increase innovation and competitiveness
- Plan and manage annual wholesale show
- Prepare quarterly reports for funding partners
- Coordinate the marketing and communications activities in support of the program
- Maintain information and resources in Craft Business section of website
- Work with Centre staff to develop awareness of Cape Breton craft sector regionally, nationally and globally, while supporting the Centre's programs and services
- Other related duties in support of a successful team, program and organization.

## Qualifications:

- You have a bachelor's degree or post-secondary diploma in a field related to the responsibilities
- You bring strong organizational skills that reflect your ability to perform and prioritize multiple tasks with excellent attention to detail
- You are proficient in Microsoft Office (including Excel, Word, PowerPoint, Outlook, Teams), Adobe Acrobat, and database management and you use these tools to demonstrate your strong organizational, planning, analytical and project management skills
- Your strong interpersonal skills give you the ability to build relationships with stakeholders and you can work both independently and cooperatively as part of a team to meet organizational objectives

- You have excellent written and verbal communication skills and the ability to update and maintain content on websites; knowledge and experience using WordPress content management system considered an asset
- You have a strong understanding of the Unama'ki-Cape Breton arts and cultural sector
- You have the flexibility to work evenings and weekends as required
- Access to a vehicle, a valid driver's license, and ability to travel.

**To apply:**

Interested applicants should submit their resume, cover letter and three references no later than **Friday, January 28<sup>th</sup>, 2022 at 4:00 p.m.** to:

Lori Burke, Executive Director [lori@capebretoncraft.com](mailto:lori@capebretoncraft.com) or  
Cape Breton Centre for Craft & Design  
P.O. Box 1686  
Sydney, NS B1P 6T7

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Cape Breton Centre for Craft & Design encourages applications from IBPOC, 2SLGBTQI and Official Language Minority individuals. Cape Breton Centre for Craft & Design values the diversity of the people it hires and serves. Diversity at the Centre means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. Cape Breton Centre for Craft and Design is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programs, and services.

Cape Breton Centre for Craft & Design is located in Unama'ki, the land of fog, the unceded and traditional territory of the Mi'kmaq. At the Centre we strive to honour and uphold the Treaties of Peace and Friendship made with the Mi'kmaq by celebrating the ongoing tradition of beautiful and creative craftsmanship of the First Peoples of this land.