

MARKETING ASSISTANT (SEED POSITION)

The Saint John Theatre Company (SJTC) is looking for an outgoing and organized Marketing Assistant to be part of the team that plans, promotes and operates the annual Fundy Fringe summer theatre festival in Saint John, NB.

Get to know the inner-workings of a non-profit organization, gain valuable office & arts administration skills, and experience working in a professional, fast-paced environment. The position will begin late June/early July until the end of August.

Approx. 8 weeks; 35 hours per week / Starting July to end of August.

Responsibilities include:

- Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- Assist in the creation & distribution of Fringe Festival and SJTC materials
- Additional Tasks may be assigned at the discretion of Fringe Festival Director, and SJTC Staff
- Promoting upcoming events at public locations
- Seek out new and creative opportunities to promote the SJTC and Fundy Fringe Festival
- Aiding with the development and distribution of marketing and publicity in social media, print and web
- Act as a 'Fringe Ambassador' educating the uptown business community about the Fundy Fringe Festival

Requirements:

- Microsoft Office skills essential (Word, Excel, PowerPoint)
- Self-motivated, organized and detail oriented
- Highly organized and effective at multi-tasking and juggling deadlines
- Excellent written and verbal communication skills
- Comfortable working independently and as a team
- Able to work a flexible schedule, including weekends and some evenings
- Must be a student in a secondary, post-secondary, vocational or technical program returning to school on a full-time basis

Assets:

- Customer service experience
- Social media savvy (Facebook, Twitter, and Instagram analytics)
- Own transportation
- A genuine interest in the arts

To apply, submit a cover letter and resume no later than Wednesday May 31 to:
Saint John Theatre Company
112 Princess Street
Saint John, NB E2L 1K4 / admin@saintjohntheatrecompany.com