

MARKETING ASSISTANT

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 and marketing skills, and experience working in a professional, fast-paced environment. The position will begin late June/early July until the end of August.

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

Responsibilities include but are not limited to:

- Assist in the distribution of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
- 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
- collect and organize information for show programs and print materials
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Requirements:

- Microsoft Office skills essential (Word, Excel, PowerPoint)
- Self-motivated, organized and detail oriented
- Highly organized and effective at multi-tasking and meeting 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
- Own laptop would be an asset

To apply, submit a cover letter and resume no later than Thursday May 31, 2018 to:
admin@saintjohntheatrecompany.com

Please note only those selected for an interview will be contacted.