



JOB POSTING

Event Co-ordinators

These two positions are supported by the Canada Summer Jobs Program.

Theatre by the Bay is looking to hire two event co-ordinators to support Theatre by the Bay's summer programming, including the mainstage production of *A Scandal for All Seasons*. The two positions have different roles and responsibilities, so please read the posting carefully before applying.

The contract for both positions is eight weeks, 35 hours a week, starting June 27 and ending August 19, 2022.

Event Co-ordinator (Administration)

Reporting to the Administrator, the employee will:

- Provide support with planning and producing *A Scandal for All Seasons*;
- Work with the Five Points Theatre Box Office to manage ticket sales and complimentary ticket holders;
- Monitor official email accounts and respond in a timely manner to audiences, partners, and artists;
- Monitor the Theatre by the Bay phone and respond to all inquiries in a timely manner;
- Other administrative duties as assigned.

Interested candidates should have the following qualifications:

- Candidates must be between 15 and 30 years of age, be a Canadian citizen or permanent resident, and have a valid Social Insurance Number;
- Candidates must have a deep appreciation for theatre, recognizing the integral value of the arts in our community;
- Candidates must have confidence with a computer and basic Word and Excel processing applications;
- Candidates must have exceptional people, writing, and organizational skills;
- Candidates must demonstrate an ability to work independently and under pressure;
- Candidates should ideally be studying in a field related to theatre, film, arts or events management.

Event Co-ordinator (Marketing)

Reporting to the Communications Officer, the employee will:

- Provide support with marketing and promoting *A Scandal for All Seasons*;
- Create and execute a social media marketing plan to sell tickets for *A Scandal for All Seasons*;
- Create, schedule and post engaging content to Theatre by the Bay's social media channels;
- Provide support with paid marketing campaigns on social media, YouTube, and Google;
- Provide support with on-site marketing initiatives;
- Other duties as assigned.

Interested candidates should have the following qualifications:

- Candidates must be between 15 and 30 years of age, be a Canadian citizen or permanent resident, and have a valid Social Insurance Number;
- Candidates must have a deep appreciation for theatre and recognize the integral value of the arts in our community;
- Candidates must demonstrate an ability to work independently and under pressure;
- Candidates should have working knowledge of social media channels, Mailchimp, and Canva;
- Previous experience working in a marketing or communications field is an asset, but not required;
- Experience with photography or videography is an asset, but not required;
- Candidates should ideally be studying in a field related to theatre, film, or marketing.

The deadline to apply for these positions is Friday, May 27th, at 5pm EST. Please send a resumé and cover letter to the attention of PJ Hammond, TBTB Administrator, at tbtb@rogers.com.