



## JOB POSTING

# Marketing Assistant & Arts Administrator

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

Theatre by the Bay is looking to fill two roles to support Theatre by the Bay's summer programming. The two positions have different roles and responsibilities, so please read carefully before applying.

### **TBTB's Summer Programming:**

The employees will work on the following events:

- *Twenty Years by the Bay* - a documentary film screening & gala on July 7, 2023
- The second annual Simcoe County Theatre Festival, from July 12-23, 2023
- *Bobbie*, a new play by Trudee Romanek, on stage August 30-September 10, 2023

### **To be eligible for one of these positions, candidates must:**

- Be between 15 and 30 years of age;
- Be a Canadian citizen or permanent resident;
- Have a valid Social Insurance Number;
- Have a deep appreciation for theatre and recognition of the value of arts in our community;
- Ideally be studying in a field related to theatre, film, arts, marketing or events management.

**The contract for both positions is eight weeks, 35 hours a week, starting June 26 and ending August 18, 2023.**

### Arts Administrator

#### **Reporting to TBTB's Administrator, the Arts Administrator will:**

- Provide support with planning and producing *Twenty Years by the Bay*, the Simcoe County Theatre Festival, and *Bobbie*;
- 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:**

- Possess basic Word and Excel skills and have confidence with a computer;
- Have exceptional people, writing, and organizational skills;
- Be a strong team player and demonstrate the ability to work collaboratively with others;
- Demonstrate an ability to work independently and under pressure.

### Marketing Assistant

#### **Reporting to TBTB's Communications Officer, the Marketing Assistant will:**

- Provide support with marketing and promotions for all summer programming;
- Create and execute a social media marketing plan for the summer;
- 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;
- Work with TBTB's Indie Producers on general producing tasks;
- Generate strategies for membership and donor outreach;
- Other duties as assigned.

**Interested candidates should:**

- Have working knowledge of social media platforms, Mailchimp, and Canva;
- Show previous experience working in a marketing or communications capacity (could be a single project or through a job);
- Be passionate about outreach and willing to investigate new ideas;
- Be a strong team player and demonstrate the ability to work collaboratively with others;
- Demonstrate an ability to work independently and under pressure.

Experience with photography or videography, including short-form video content (Instagram reels) is encouraged, but not required.

**The deadline to apply for BOTH positions is Monday, June 5th, at 5pm EST. Please send a resumé and cover letter to the attention of Iain Moggach, TBTB Artistic Director, at [tbtb@rogers.com](mailto:tbtb@rogers.com).**