



**Position: Marketing & Admin Assistant – Full Time**

The Port Theatre is a municipally-owned facility operated by the non-profit Port Theatre Society. Its mandate is to stimulate and enhance artistic, cultural and economic activity in the Central Vancouver Island region. Over 280 events are held in the theatre each year, attracting close to 110,000 patrons. The successful candidate will work in a very active, and at times, challenging environment.

**Responsibilities:**

- Assist with the creation of marketing materials for The Port Theatre's Spotlight Series, eyeGO, youth programming, Theatre Angels and Membership appeals (i.e. emails, banners, print and web material, ads, donation appeals, letters, Annual Reports, etc.)
- Assist with implementation of sponsor and community partner recognition and benefits
- Assist with writing and editing grant applications and final reports for Spotlight Series including Dept. of Canadian Heritage and BC Arts Council and assist with any other Grant and Foundation applications
- Assist with general fundraising initiatives
- Develop and administer social media content to enhance The Port Theatre brand and build community engagement through our various social media platforms
- Assist the Admin Assistant, other department managers and General Manager with admin tasks and rental client marketing as needed (i.e. emails, website, Constant Contact and Theatre Manager email list maintenance, reception duties etc.)
- Other tasks and duties as they arise

**Qualifications:**

- Highly organized, an agile learner and excellent time management skills
- Excellent communication skills, both written and verbal
- Excellent customer / client service skills
- A team approach to the workplace with strong self-motivation
- Experience writing and editing grant applications and reports
- Graphic design experience/education
- Thorough working knowledge and proficiency with MS office, Adobe Creative Suite and social media platforms with a high level of competency in a PC network environment
- Experience with Theatre Manager would be an asset

The position is available as of November 2017.

**Application deadline: Tuesday, October 24, 2017 at 5pm**

Please submit cover letter and resume to:

Shelley Johnstone, Marketing and Community Relations Manager

The Port Theatre

125 Front St. Nanaimo B.C. V9R 6Z4

Fax: 250-754-4595

[sjohnstone@porttheatre.com](mailto:sjohnstone@porttheatre.com)

*Only those candidates selected for interview will be contacted.*