

SID WILLIAMS THEATRE SOCIETY

OUR MISSION TO BE A LEADER AT PROVIDING PROFESSIONAL THEATRE SERVICES TO THE COMOX VALLEY IN A SAFE, COST EFFICIENT, ENVIRONMENTALLY RESPONSIBLE MANNER FOR THE BENEFIT AND CULTURAL ENRICHMENT OF OUR COMMUNITY, CLIENTS AND PATRONS.

WE ARE SEEKING A NEW MEMBER OF OUR ADMINISTRATION TEAM: PROMOTIONS COORDINATOR

The ideal candidate will be organized, energetic and self-motivated; able to work independently and as part of a team; able to multi-task and work in a flexible fast-paced environment.

PRIMARY RESPONSIBILITIES:

- Creation and execution of marketing plans/advertising campaigns for SWTS season presentations
- Budget planning for SWTS promotional activities (with Senior Management)
- Assist with development and maintenance of SWTS website and social media presence
- Relationship building and ongoing networking with print and broadcast media agencies
- Creation and distribution of SWTS members newsletter , SWTS season performance guide
- Sponsorship maintenance and development for SWTS season presentations
- Client support: media inquiries and marketing/promotional guidance
- Community Outreach including special project promotion/development and stakeholder relations
- Fundraising campaign support (with Senior Management and Board of Directors)
- REPORTING to events coordinator; SUPERVISING volunteers working on promotional activities

QUALIFICATIONS

- Relevant Post Secondary Degree: eg. Business-Communications/Marketing & 1 year industry experience, OR
- Minimum of three years experience in marketing role; creating and implementing marketing plans
- Must have valid BC drivers licence and reliable transportation (own vehicle)
- Must be computer proficient (esp. desktop publishing) and have strong writing and communication skills
- Must be able to work both independently and as a staff team member
- Non-profit sector experience an asset
- WORLDHOST training an asset
- First Aid training an asset

WAGE RANGE: \$14 - \$18 /hr

HOURS: avg 28 per week

APPLICATION DEADLINE: Friday February 10th, 2012. Apply in person or by email:

In Person: Sid Williams Theatre – Attn. Events Coordinator – 442 Cliffe Ave, Courtenay, BC (ofc. Hrs 10-4 Mon-Sat)

By email: sidrentals@sidwilliamstheatre.com