

PERSISTENCE

— Theatre Company —

Summer Position Available *Communications & Marketing Assistant (full-time, temporary)*

Persistence Theatre invites applications from eligible applicants (ages 15-30) for the position of **Communications & Marketing Assistant**. This is an eight (8) week position at 30 hours per week, paid at the rate of \$11.40 per hour. It is funded through the Government of Canada's Canada Summer Jobs program and applicants should be located within the metropolitan St. John's, NL area.

Reporting to, and working closely with, the Producing Artistic Director, the successful applicant will be responsible for a range of duties related to the promotional activities of a non-profit professional feminist theatre company. Preference will be given to a person identifying as female.

Duties:

- Assist with promotion of productions & programs;
- Assist in research & development of marketing materials: flyers, online media, brochures & other material including writing, copy-editing, fact-checking, & proofreading;
- Assist with post-workshop and post-performance feedback surveys: creation, distribution, data-collection, and interviewing;
- Assist with maintaining audience and participant databases;
- Assist with maintaining and updating the company website;
- Track, analyze, and provide regular reports on site usage and online presence;
- Respond to telephone/in-person/email inquiries;
- Other related duties as assigned.

Qualifications:

- Must be aged 15-30 at the start date of employment, and be legally able to work in Canada.
- Should have studied and/or have experience in arts administration, business management & marketing, web/graphic design, communications, or a related field.
- Superior written and oral communications skills are necessary.
- Understanding and support of the precepts of feminism.
- Demonstrated ability to work both as part of a group and independently.

Experience with marketing, print production, editing, design, surveying, database maintenance, website maintenance, and/or social media measurement will be considered assets.

Persistence Theatre Company Inc. is a non-profit organization that responds to the persistent and universal need for promoting, understanding, and embracing the core beliefs of feminism. Through professional theatre and related initiatives, we work to change hearts and minds.

Please apply with resume and cover letter in PDF format to hr@persistencetheatre.com, no later than Friday May 17 at 5pm.