

## We're Recruiting For...

# Seasonal Marketing Assistant

Reporting to the Director of Marketing & Communications, and the Marketing Manager, the Marketing Assistant is responsible for a variety of tasks that will assist the Marketing and Communications Division expand its reach, and ensure accurate information is provided to patrons via the Centre's website.

This is a dynamic position working closely with a large team that includes staff from graphic design, social media, communications, development, IT, arts programming, finance, and administration.

This is a full time, temporary position from **June 28, 2021 to August 27, 2021**. Hours will be Monday to Friday, 9 am to 5pm. However, this position may require work on some evenings and weekends.

### Duties involved include, but are not limited to:

- Distribution of print assets including season brochures, posters, and other assets as required to locations across the province.
- Website updates, maintenance, and ensuring accuracy of information.
- Attendance at community events across the province to assist in the promotion of Centre programming.
- Liaising with various partner organizations to ensure timely delivery of assets, and agreed actions.
- Providing assistance to the department, and the organization on various projects.
- Other duties as required.

### The ideal Candidate will have:

- A valid driver's license, and a clean driver's abstract.
- An outgoing, and gregarious personality.
- Outstanding people skills.
- Experience with Wordpress, Facebook, Twitter, and Instagram.
- Excellent organizational, and time management skills.
- Advanced level of proficiency with the English language for speaking, reading, writing, and comprehension in a professional setting; ability to communicate, present, and engage with a variety of audiences, and diverse populations
- Goal oriented, and flexible with demonstrated ability to handle many projects at once
- Knowledge of, or previous experience working in the Arts, particularly Theatres, Art Galleries, Museums, or Arts Education
- Bilingualism is not necessary but is considered an asset.



***This position is supported by the Province of Prince Edward Island's Jobs for Youth program. As such candidates must meet the following criteria:***

- ***They must be an active student with the intention of returning to school for the 2021/22 school year.***
- ***They must be a PEI resident that is eligible to work in Canada.***
- ***They must be 15-29 years of age.***

## How to Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of Sam Doyle, Human Resources Manager by email at [careers@confederationcentre.com](mailto:careers@confederationcentre.com) or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

