

Employment Opportunity

Marketing Coordinator

**Civic Theatres Toronto
Toronto, Canada**

Civic Theatres Toronto has a full time opportunity in its Marketing & Communications department for an enthusiastic, resourceful team-player who thrives in a fast paced diverse environment in the role of "Marketing Coordinator".

This position will provide key administrative support to the effective and efficient operation of the Marketing & Development department.

ACTIVITIES AND RESPONSIBILITIES:

- General office tasks: Maintaining department filing system, receiving and organizing printed collateral for the department (flyers, posters, programs)
- Research: Includes day to day research for specific events, as well as industry research for marketing and promotions purposes
- Updating databases regularly including: Social Media target lists, CTT media list and free-listings websites
- Social Media Monitoring: Assisting the Interactive Marketing Manager with social media posts for CTT and monitoring messaging for all shows that are "presents" as well as providing support for rental clients
- Event management: Provide support for marketing and promotional events as well as public events (such as Doors Open and/or Culture Days)
- Copy editing and proof reading: May be required to assist with proofing text for website, flyers, posters, programs and other marketing material
- Ticket coordination: Coordination and distribution of department complimentary and trade tickets when required
- Accounting/Advertising planning/settlement: Act as support to Advertising Manager in developing advertising plans and settlements and reconciliation of departmental monthly purchases
- Assisting Promotions Manager on the execution of events, grassroots marketing efforts, promotions, and partnerships as required
- Undertake special projects under the direction of the VP of Marketing & Communications as required
- Other administrative assignments and ad hoc responsibilities or duties as required

SKILL & EXPERIENCE

- 1 year minimum experience in a similar position/environment
- Post-secondary degree or diploma in arts administration or business or relevant discipline
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel), internet and office equipment
- Social media savvy would be ideal

- Familiarity with Adobe Photoshop would be considered an asset
- Strong Interpersonal Skills both internally and externally
- Excellent oral and written communication skills
- Needs Assessment: Must have the ability to anticipate, understand, and respond to the needs of the department to meet or exceed their expectations
- Teamwork: Must have the ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary; ability to multi-task is a must

THE ORGANIZATION:

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include 'Marketing Coordinator' in the subject line.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: August 18, 2017

Application Deadline: September 1, 2017

Start Date: October 2, 2017