



**Theatre Prospero Association**  
9210 118 Ave. Edmonton, Alberta T5G 0N2  
780-761-2773 | [www.theatreprospero.ca](http://www.theatreprospero.ca)

**Job Title:** Marketing Coordinator

**Application Deadline:** May 3rd, or until the position is filled

**Targeted Start Date:** May 9th, 2022

**Term:** 8-week Canada Summer Jobs Contract, with strong possibility for extension

**Compensation:** \$19/hour, 35 hours per week

For the past 20 years, Theatre Prospero has celebrated the myths and stories at the roots of Edmonton's many cultures through various theatre productions. We are committed to ensuring that our staff, crew, and artistic teams also reflect the diversity we see on our stages. We strongly encourage submissions from people of all backgrounds and look forward to continuing our tradition of discovering what connects us all through art.

This position is funded in part through the Canada Summer Jobs Program. Applications must be between the ages of 15-30 and legally eligible to work in Canada.

Please note that the work for this position will be a mix of in-person and remote.

### **Marketing Coordinator Job Description:**

The Marketing Coordinator reports to the Associate Producer and/or Artistic Director of Theatre Prospero. The Marketing Coordinator will work closely with the Artistic Director of Theatre Prospero to ensure that material is in line with the company's artistic vision.

The duties of the Marketing Coordinator are diverse and are targeted towards the marketing and outreach of the company's productions to schools and the general public.

- coordinating strategic goals with Associate Producer and Artistic Director
- liaising between school contacts and production/artistic teams
- overseeing the design of marketing materials
- developing and executing the company's marketing plan
- managing the company's social media platforms
- assisting with the design and management of the company's website with the Associate Producer
- working with external partners and contractors on company marketing as assigned

### **Marketing Coordinator Qualifications:**

We are looking for a self-motivated individual that has a keen interest and enthusiasm for celebrating stories at the roots of Edmonton's many cultures through theatre, music, dance, and other arts. Previous marketing or communications experience is a strong asset, especially if augmented by a post-secondary credential in the field of Arts Management, Marketing, or Communications. Facility with good writing and numerical skills, good communication skills, an audience focused attitude, out of the box thinking, and a strong willingness to learn are all a must.

Please send your resume and a brief cover letter to [info@theatreprospero.ca](mailto:info@theatreprospero.ca) with the subject line "Marketing Coordinator Application." **We are accepting applications until May 3rd, 2022, or until the position is filled.**