

**MT Space**

16 William St W, Upper Narthex
Waterloo ON / N2L 1J3
519.585.7763 | info@mtspace.ca

Artistic Director

Pam Patel

pam@mtspace.ca

Office Administrator

Bronwyn Blakley

bronwyn@mtspace.ca

Company Manager

Bó Bárdos

bo.bardos@mtspace.ca

Assistant Artistic Director

Sarah Nairne

sarah@mtspace.ca

Arts Administrator

Lizzie Song

lizzie@mtspace.ca

Festival Producer

Jenna Winter

jenna@mtspace.ca

Production Manager/Festival Designer

B.C. Batty

bryan@mtspace.ca

MT Space is a not-for-profit registered
charity in Canada.

86219 2291 RR0001**JOB OPPORTUNITY****Application Deadline:** June 18, 2021**Job Title:** Marketing Assistant**Term:** July 12, 2021 – October 15, 2021 (14 week contract position – summer jobs)**Salary:** \$15.25/hr x 20 hrs/week**Location:** Waterloo/Online

MT Space is a multicultural theatre company based in the Waterloo Region. Our company was built off of the need to have more inclusive spaces for theatre, and we take time to learn from theatre practices around the world while immersing ourselves in rich cultural perspectives beyond the traditional theatre experience.

We are seeking youth to join our team through Canada Summer Jobs, with an extension to part-time through the fall due to COVID-19, who can help us start our preparations for our upcoming IMPACT21 Festival in September 2021.

Duties:

The Marketing Assistant will work directly with the Public Outreach & Community Engagement Coordinator to assist in developing, producing, distributing and archiving marketing and promotional materials, more specifically focused on the IMPACT21 Festival. The Marketing Assistant will also help to implement public relations strategies using e-blasts and other forms of public engagement.

- Working directly with the Public Outreach & Community Engagement Coordinator to assist in creating and implementing a marketing and public relations plan and editorial calendar for the IMPACT21 Festival
- Researching, recommending, and implementing audience engagement and development strategies

filling the empty space
mtspace.ca



MT Space

16 William St W, Upper Narthex
Waterloo ON / N2L 1J3
519.585.7763 | info@mtspace.ca

Artistic Director

Pam Patel

pam@mtspace.ca

Office Administrator

Bronwyn Blakley

bronwyn@mtspace.ca

Company Manager

Bó Bárdos

bo.bardos@mtspace.ca

Assistant Artistic Director

Sarah Nairne

sarah@mtspace.ca

Arts Administrator

Lizzie Song

lizzie@mtspace.ca

Festival Producer

Jenna Winter

jenna@mtspace.ca

Production Manager/Festival Designer

B.C. Batty

bryan@mtspace.ca

MT Space is a not-for-profit registered charity in Canada.

86219 2291 RR0001

- Updating and developing internal marketing resources (contact lists, press kits, distribution lists, etc.)
- Updating and maintaining website
- Creating content for e-newsletters, website updates, blog posts, etc.
- Assisting in the creation of marketing and promotional materials
- Communicating with printing companies to obtain competitive quotes
- Helping to build and maintain relations with media partners
- Overseeing the distribution of promotional materials
- Organizing festival presence at promotional booths including summer festivals, volunteer fairs, etc. (COVID-19 restrictions permitting)
- Other tasks as assigned

Job Requirements:

- Experience working with Microsoft Office and Outlook for Business an asset
- Experience with social media (Facebook, Twitter, Instagram, TikTok, etc.) and working with design software such as Canva
- Experience working within the arts an asset

This position is funded through the Canada Summer Jobs program. In order to be eligible for this position, applicants MUST:

- Be between 18 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.

You do NOT have to be a student.

MT Space is dedicated to providing equal opportunities for all applicants, but priority will be placed on candidates who are IBPOC, newcomer/refugee, and other members of visible minorities.

Due to COVID-19, this position will take place online until restrictions are lifted by the government and all parties feel safe to be present in the

filling the empty space
mtspace.ca



MT Space

16 William St W, Upper Narthex
Waterloo ON / N2L 1J3
519.585.7763 | info@mtspace.ca

Artistic Director

Pam Patel
pam@mtspace.ca

Office Administrator

Bronwyn Blakley
bronwyn@mtspace.ca

Company Manager

Bó Bárdos
bo.bardos@mtspace.ca

Assistant Artistic Director

Sarah Nairne
sarah@mtspace.ca

Arts Administrator

Lizzie Song
lizzie@mtspace.ca

Festival Producer

Jenna Winter
jenna@mtspace.ca

Production Manager/Festival Designer

B.C. Batty
bryan@mtspace.ca

MT Space is a not-for-profit registered
charity in Canada.

86219 2291 RR0001

office (Waterloo, ON). MT Space is committed to providing quality employment for artists while following the guidelines set by our federal and provincial governments on safety practices during these unprecedented times.

**This job will require internet access and a computer. MT Space is dedicated to ensuring this position is accessible to all candidates, so if you do not have the above, please reach out and let us know so that we may look for an appropriate accommodation.

APPLICATIONS SHOULD BE SENT TO JOBS@MTSPACE.CA

Posted By: Bronwyn Blakley, Office Administrator

For more information: www.mtspace.ca

filling the empty space
mtspace.ca