

**THE IMPROV CENTRE IS HIRING!
COMMUNICATIONS COORDINATOR (full-time, 3-month contract)**

The Improv Centre (TIC) is Vancouver's leading and best-known improv theatre company. TIC was originally established as a British Columbia registered Society, under the name The Vancouver Theatresports League in 1981. It was founded to promote, develop, maintain, and present improvisational theatre productions and presentations to local and visiting audiences in Vancouver. The Improv Centre office and 186-seat theatre are located on Granville Island.

We value integrity; diversity and inclusivity; artistic excellence; safety; commitment to continuous development and evolution; collaboration, partnerships, engagement, and outreach; acknowledgement and action; fun and play!

OVERVIEW: The Improv Centre is seeking a COMMUNICATIONS COORDINATOR to join our administrative team. The successful candidate will sharpen existing creative communications skills, become skilled with design software, assist with marketing operations, and support cohesion across the organization. They will work primarily with the Marketing team, as well as support our Box Office when necessary. In addition to working in the admin office, they'll also get to attend shows and other fun events!

This opportunity is for anyone able to legally work in Canada and will be between 30-40 hours per week. The position pays \$20 per hour, plus 4% vacation less statutory deductions. A health and wellness benefit plan is available.

We value candidates that bring a wealth of skills to the role, and those that are looking to develop their skills even further!

QUALIFICATIONS (include but are not limited to):

- Excellent verbal and written communications skills.
- Interest and experience in creating digital content.
- Great attention to detail and design.
- Great customer service skills.
- Familiarity with Adobe Suite, WordPress, and Elementor an asset.
- Copyediting an asset.
 - Experience in an office environment as well as knowledge of the not-for-profit performing arts community is an asset.
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RESPONSIBILITIES:

- **Client service:**

- Receive and respond to patron inquiries (via email and phone), both general and box office inquiries.
- **Teamwork:**
 - Participate in weekly all-staff meetings to discuss and support group priorities, department initiatives, and individual projects.
 - Work collaboratively to develop key marketing, communication, and outreach plans.
 - Support multiple departments (marketing, artistic, and box office) with any tasks that may arise.
 - Collaborate with the artistic leadership to envision communication outreach initiatives to promote new and existing programming.
 - Identify and establish partnerships with arts organizations, media, and community stakeholders.
- **Communication:**
 - Hone written skills to support marketing team by preparing copy for products aimed at different audiences.
 - Develop and exercise both written and verbal communication skills for team and patrons through phone calls, emails, and in person communication.
- **Digital skills:**
 - Develop a working knowledge of our ticketing platform, Theatre Manager to assist the Box Office team when needed.
 - Produce digital content using TIC branding products and designs (Canva, Adobe, etc.)
 - Curate and schedule content for social channels.
 - Maintain and design webpages through WordPress.
- **Leadership:**
 - Understand the core values of The Improv Centre, and how they are demonstrated in our work (i.e. Integrity, Diversity and Inclusivity, Safety, and Community Focus)

START DATE: This is a full-time position. Resumes will be reviewed as they are received on a rolling basis until 9pm on September 21st, 2023. The ideal start date is September 26th, 2023.

REMUNERATION: \$20 per hour plus vacation pay less statutory withholdings.

LOCATION: This is an in-office position located at The Improv Centre administrative office and occasionally in the theatre. Our theatre and administration office are located on Granville Island.

PROCESS & TIMELINE: To apply, please email your cover letter, CV and two references to hire@theimprovcentre.ca with “**COMMUNICATIONS COORDINATOR**” in the subject line by **9:00pm on Thursday, September 21st, 2023**. This is a rolling application process; submissions will be evaluated as they are received, with an ideal start date of **Tuesday, September 26th, 2023**.

The Improv Centre is committed to building a skilled, diverse workforce reflective of Canadian society. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to race, ethnicity, indigeneity, ability, gender, gender identification and sexual orientation. We are interested in increasing diversity within our staff. A plurality of lived experiences and perspectives is important to us.

We thank all candidates for applying; however, we only have the capacity to contact those selected for an interview.

Thank you!