

COMMUNICATIONS COORDINATOR (Full-time, 3-month contract)

OVERVIEW: The Improv Centre is seeking a COMMUNICATIONS COORDINATOR to join our administrative team. The successful candidate will sharpen existing creative communications skills, assist with marketing operations, become skilled with design software, 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 between \$20 and \$23 per hour, depending on experience, plus 4% vacation less statutory deductions. A health and wellness benefit plan is available, if the initial 3-month contract is extended.

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.
- Excellent computer skills.
- Interest and experience in creating digital content.
- Great attention to detail and design.
- Great customer service skills.
- Familiarity with Adobe Suite, WordPress, Elementor an asset.
- Copyediting an asset.
- Experience in an office environment an asset.

RESPONSIBILITIES:

- **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
 - Curate and schedule content for social channels
 - Maintain and design webpages through WordPress.
 - Produce digital content using TIC branding products and designs (Canva, Adobe, etc.)
- **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.
- **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)
 - Knowledge of the not-for-profit performing arts community is an asset.

START DATE: This is a full-time, 3-month position with possibility of extension, starting March 4, 2024.

REMUNERATION: \$20-\$23 per hour, depending on experience, 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, a writing sample, relevant design samples, and two references to hring@theimprovcentre.ca with "**COMMUNICATIONS COORDINATOR**" in the subject line by **5:00pm on Friday, February 16th**.

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.