



Communications Assistant - Job Description

Timeframe: 30 weeks (7 months), starting April 1, 2020

Location: Montreal and surrounding areas

Salary: Approximately 35 hrs/week, \$15.14/hour

Application Deadline: March 23, 2020

****Candidate must be eligible for Emploi Quebec's Subvention salariale****

Repercussion Theatre is seeking an enthusiastic, organized, creative and outgoing individual to join our team! Reporting to the Director of Communications and the General Manager, the Communications Assistant will help with planning and executing the communications & marketing strategy for Repercussion's 2020 Shakespeare-in-the-Park production, as well as other activities before and after the tour.

Founded in 1988, Montreal's Repercussion Theatre is best known for its annual Shakespeare-in-the-Park summer tour. As a professional theatre company and non-profit arts organization, our core values are artistic excellence, social relevance and accessibility. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, and so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply.

Duties include assisting the Director of Communications in:

- Coordinating design and printing of on-site promo materials (posters, flyers, sandwich boards, banners, etc.)
- Updating website and social media
- Providing PR support to our publicist
- Developing marketing strategies to promote the shows in the boroughs and cities to which we tour
- Liaising with parks for various marketing and communication needs
- Be on site at some performances during the Shakespeare-in-the-Park tour (July 16-August 16, 2020)

Other duties may include:

- Assisting in fundraising activities
- Assisting in other admin and office work as needed

Necessary Skills and Abilities:

- Degree in communications, marketing, public relations, or related field; or equivalent work experience
- Bilingual (Excellent English language / grammar skills, written & oral; high proficiency in written and spoken French)
- Knowledge of Word Press (Divi Builder), social media platforms (Facebook, Twitter, Instagram), basic design software, etc.
- Skills in graphic design, Photoshop/InDesign or other media skills will be considered an asset
- Attention to detail, and strong communication & organizational skills
- Ability to work independently *and* work well as part of a team
- Comfort with running multiple projects at the same time and ability to adapt to a variety of situations
- (Driver's license considered an asset.)

Please email a cover letter and resume to Linnea Jimison, General Manager at info@repercussiontheatre.com by **March 23, 2020 at 5pm**. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

Please note that the successful candidate must be eligible for the Emploi Quebec Wage Subsidy Program *Subvention Salariale*. In order to find out if you are eligible, you need to go to your [Local Employment Centre \(CLE\)](#) and get an official letter.