



Communications Assistant - Job Description

Timeframe/Contract Duration: April 3 to October 28, 2023 (30 weeks)

Location: Montréal and surrounding areas (combination of remote and on-site work)

Salary: \$610/week (Typical workload: 35hrs/week)

****Candidate must be eligible for Emploi-Québec's Subvention salariale****

Repercussion Theatre is seeking an enthusiastic, organised, creative and outgoing individual to join our team! We are looking for a candidate to fill the post of Communications Assistant to aid us in our arts mission. Reporting to the Director of Communications, the Comms. Assistant will play a significant role in the planning and execution of marketing and communications strategies pertaining to summer projects (Shakespeare-in-the-Park 2023), and fundraising initiatives. She/he will also assist in other company activities, as determined by the Artistic and Executive Director, General Manager, and Director of Communications.

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

In the wake of the COVID pandemic, we have adopted a hybrid working model with some in-person and some remote work, as the instance requires. However, the nature of our summer tour means that some work will need to take place in person. All personnel must abide by provincial public health guidelines for office and on-site work environments and understand that public health guidelines are subject to change. Repercussion is responsible for communicating relevant changes in public health guidelines to its employees as necessary and requests full cooperation from employees in order to ensure the safety of all.

Duties, including assisting the Director of Communications:

- Developing marketing & comms. strategies to promote company activities. *Please note:* the summer tour will take place tentatively from July 14 to August 6 (subject to change). the work schedule tied to summer programming may involve work hours during evenings and/or weekends
- Updating & maintaining the company website and social media accounts
- Aiding in the rollout of punctual content (livestreams, IG stories, etc.)
- Assisting in the reconceptualization and revitalisation of company branding
- Coordinating the design and printing/publishing of promotional materials (posters, flyers, announcements, banners, etc.)
- Assisting the company press relations officer

Other duties:

- Aiding in development activities

- Helping with administrative tasks (data collection and management, general admin/office work), as necessary
- Contributing to the distribution of COVID messaging and measures, if required

Profile sought:

- Degree in a related field (*i.e.* Marketing, Communications, Journalism, Literature, Theatre, etc.); or equivalent work experience
- Knowledge of CMSs (WordPress; DiviBuilder), and social media platforms (Facebook, Instagram, Twitter) (including livestreaming)
- Strong competencies in graphic design, and related software (Adobe Creative Suite, Canva)
- Bilingual - excellent English language skills (written & oral); proficiency in written & spoken French
- Attentive to detail, with strong communication & organisational skills
- Ability to work well independently *and* as part of a team
- Comfortable working on multiple concurrent projects, managing on- & off-site workflows, and adapting to a variety of situations
- (*Driver's License considered an asset*)

To apply:

Please note that all candidates must be eligible for *Emploi-Québec's Subvention salariale – Expérience de travail* wage subsidy program. To find out if you are eligible, you must contact your nearest [Bureau de Services Québec/Centre local d'emploi](#) (CLE) and *obtain an official letter of admissibility*.

Email your cover letter and resume (with optional portfolio) to the attention of Stephanie Greene, General Manager, at hr@repercussiontheatre.com - we thank all applicants for their interest; however, only candidates selected for an interview will be contacted.