



## Communications Coordinator - Job Description

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**Timeframe/Contract Duration: May 6 to September 20 2024 (20 weeks)**

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

**Salary: \$700/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 Coordinator to aid us in our arts mission. Working with the Director of Communications, the Comms. Coordinator will play a significant role in the planning and execution of marketing and communications strategies pertaining to summer projects (Shakespeare-in-the-Park 2024), and fundraising initiatives. They will also assist in other company activities, as determined by the Artistic and Executive Director, Operations Manager, and Director of Communications. Please note that this position carries a possibility of contract extension, pursuant to candidate availability and the company's funding/fiscal capacities.

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.

Repercussion Theatre follows 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 a significant portion of work will need to take place in person.

### Duties, including assisting the Director of Communications:

- Developing marketing & communications strategies and content to promote the company and its activities. *Please note:* the summer tour will take place tentatively from July 11 to August 3 (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.)
- Coordinating the design and printing/publishing of promotional materials (posters, flyers, announcements, banners, etc.)
- Assisting in the reconceptualization and revitalisation of company branding
- Assisting in company press relations

### Other duties:

- Aiding in development and fundraising activities (outreach, donor relations, and campaign planning)
- Helping with administrative tasks (data collection and management, general admin/office work), as necessary

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 – preference will be given to applicants who possess a driver's license

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 [Services Québec office \(Employment Assistance\)](#).

Email your cover letter and resume (with optional portfolio) to the attention of Leni Krivy, Operations Manager, at [hr@repercussiontheatre.com](mailto:hr@repercussiontheatre.com), **by 5:00 PM on Monday April 22nd** - we thank all applicants for their interest; however, only candidates selected for an interview will be contacted.