



## MARKETING ASSISTANT - Job Description

### About Pacific Theatre:

[Pacific Theatre](#) is an art-centric company in the heart of Vancouver which aspires to delight, provoke and stimulate dialogue by producing theatre that rigorously explores the spiritual aspects of human experience. We strive for creative excellence by working with artistic, spiritual, financial and relational integrity. Now in its 39th season, Pacific Theatre is an established part of the Vancouver theatre community: we cherish our 'small but mighty' reputation, striving always to expand our welcome to artists and audiences alike.

Practitioners at Pacific Theatre work on the traditional and unceded territories of the Coast Salish peoples of the Musqueam, Squamish, and Tsleil-Waututh Nations. Pacific Theatre's ongoing work to make our space and our organization anti-racist and equitable continues; you can learn more about our justice and inclusion work via our website ([www.pacifictheatre.org](http://www.pacifictheatre.org))

### Your role:

You are key to the continued success of Pacific Theatre as an organisation. Your authentic commitment to connecting with our community is supported by your great writing skills, keen understanding of what Pacific Theatre is and wants to be, and your design know-how.

### Key areas of responsibility:

- Socials - creating and curating content for PT's channels
- Theatre listings - submitting dates and details of our shows
- Graphic design - Assisting the marketing director in adapting existing artwork for various platforms - web, socials, print, etc.
- Writing - Contributing copy for e-cards, print, website, etc.
- Reporting to marketing director and executive director
- Attending openings and documenting behind-the-scenes work at PT.

### Technical Skills and Experience:

- You have a combination of formal education and experience with design, writing, and marketing that make you an excellent communicator.
- You are interested in learning within an established marketing program, to deepen and extend your current skills.
- You are very familiar with some or all of the graphic design programs of Adobe Creative Suite (AI, ID, PS, etc)
- You have web design skills, and familiarity and experience with posting on social media
- Bonus: You have digital video and/or video-editing experience



### Workstyle:

- You are comfortable working independently on a variety of marketing tasks.
- You take initiative in starting and completing tasks; you have lots of ideas!
- You are keen to work with a small, diverse, and friendly team (we do a lot of bits.)
- You are able to work remotely as well as in office (Vancouver.)

### Terms:

- This position is part-time and contract, estimated at 15 hrs/wk at a rate of \$20/hr.
- Work hours/days are somewhat flexible.

Those interested in applying for this position should send a cover letter and resume to [jennifer@pacifictheatre.org](mailto:jennifer@pacifictheatre.org)