

ODYSSEY theatre

POSITION AVAILABLE:
DIGITAL MARKETING AND SOCIAL MEDIA OFFICER

Join Odyssey Theatre's team in its 34th season as Ottawa's premier professional open-air theatre. We are looking for dedicated and enthusiastic people from diverse backgrounds who have a passion for the arts and who are committed to contributing to the growth and success of our 2019 season. Work with a dynamic and collaborative team, gain experience with a professional arts organization, and spend the summer with Ottawa's leading mask and movement Theatre Company!

Odyssey Theatre produces award-winning mask and movement-based performances that blend classic and contemporary art forms and incorporate diverse cultures and traditions from around the world. Our annual Theatre Under the Stars series transforms Ottawa's beautiful Strathcona Park into a theatre venue and welcomes theatre lovers of all ages.

We are now hiring a **Digital Marketing and Social Media Officer**. The successful candidate is between the ages of 15-30 and will be responsible for planning, developing, and implementing an effective digital marketing and social media campaign to promote our annual summer theatre festival, our community outreach initiatives and to increase community awareness of Odyssey Theatre and its programs. Reporting to the General Manager, the successful candidate will work from Odyssey's office at Arts Court, 2 Daly Avenue in downtown Ottawa.

Dates: June 17th - August 9th, 2019

Salary: \$425.00/week

Duration: 5 days/week (30 hours)

Location: Arts Court (2 Daly Ave.)

The successful candidate will have responsibility for the following tasks:

- Planning, developing, and implementing a marketing campaign to promote our summer season;
- Developing written and visual creative materials (including video) for social media;
- Preparing and monitoring online ads;
- Creating blogs, interviews, and taking photos and videos to promote our programs;
- Contacting community groups and scheduling bookings for events;
- Organizing and conducting a Training Workshop in Social and Digital Media for youth; and
- Other administrative duties as needed.

The successful candidate must have:

- Taken courses in Marketing, Communications, Media/Public Relations or similar;
- Experience with video editing;
- Attention to detail;
- Excellent telephone skills and dealing with community groups and the public;
- Strong organizational skills;
- Excellent communication skills in English (written and verbal);
- Excellent computer skills (Mac, Microsoft Suite, Photoshop);
- Excellent knowledge of Social Media platforms;
- Ability to show initiative;
- Ability to work independently; and
- Ability to work collaboratively.

Odyssey Theatre is an equal-opportunity employer, committed to reflecting our city and country's diversity. We welcome and encourage persons of all cultural backgrounds, disabilities, gender identities or expressions, religions and sexual orientations to apply.

Please submit a cover letter, resume, 3 references and 2 short writing samples by April 30th, 2019 to:

Odyssey Theatre
2 Daly Avenue
Ottawa, ON
K1N 6E2

Or email us at: office@odysseytheatre.ca

For more information, visit www.odysseytheatre.ca, call us at 613-232-8407, or email us office@odysseytheatre.ca.