



POSITION AVAILABLE: DEVELOPMENT & MARKETING OFFICER

Odyssey Theatre is looking for a creative, organized, proactive and effective communicator to join our team as a Development & Marketing Officer. This exciting position plays a key role in helping expand audiences and donors for the Company's unique artistic work.

Entering our 35th season, we are an award-winning Company renowned for our innovative style of theatre, incorporating masks, movement, Commedia dell'Arte, clown and puppetry. Odyssey is committed to developing new plays for masked physical theatre, as well as contemporary adaptations of classics. Our programming includes annual Theatre Under the Stars in Strathcona Park, a New Play Creation program, and training workshops for artists and youth. Odyssey is launching new international collaborations to reach audiences both nationally and internationally.

Working closely with the General Manager, the Board of Directors and the Artistic Director, you will:

- Develop and implement fundraising campaigns to increase support from corporate, foundation and individual donors and special events;
- Work with our Board's Marketing Committee to implement marketing strategies to grow audiences for our work and increase box office revenues; and,
- Develop and launch innovative communications and outreach initiatives to diversify our audiences, expand the Company's presence in traditional and social media and build Odyssey's profile in the arts community nationally and internationally.

Our ideal candidate is energetic, interacts well with people and is passionate about theatre and the arts. In addition, you also have:

- University or college degree in a relevant discipline such as fundraising, marketing, communications, business, theatre or other arts;
- Excellent written and verbal communication skills;
- Great interpersonal skills and an ability to work cooperatively as part of a professional team and with Board members and volunteers;
- Strong initiative and an ability to work independently;
- A demonstrated interest, education or experience in fundraising or marketing, preferably in the arts; and,
- Strong skills working on websites and with digital and social media.

The Development & Marketing Officer is a full-time position:

- Duration of 12 months, starting in January, 2020 with the possibility of renewal;
- 40 hours per week at an annual salary between \$37,000-\$40,000 depending on experience.

Please submit a cover letter, resume, the names of three references and two writing samples* by January 10, 2020 to:

John Forster, General Manager, Odyssey Theatre
By email: info@odysseytheatre.ca or to 2 Daly Avenue, Ottawa, ON, K1N 6E2

While we thank all those who apply, only those to be interviewed will be contacted. For more information on Odyssey Theatre visit our web site at www.odysseytheatre.ca.

* A writing sample can be any sample of writing solely authored by you of at least 3 pages in length relevant to the position, such as a funding proposal, funding report, marketing strategy, media release, etc.