



JOB POSTING – Marketing and Community Outreach Manager

Sarasvati Productions is an independent theatre company with a vision to transform society through theatre.

We are seeking a candidate interested in becoming our **Marketing and Community Outreach Manager** and willing to make a long-term commitment. We are transforming our management structure, embracing a team approach to provide more support for the Artistic Director. The **Marketing and Community Outreach Manager** will work collaboratively with the **Artistic Director** and **Office Manager** to fulfill the mandate of the Company.

This position is part-time with an expected weekly average of 20 hours at a starting pay of \$15 per hour. It is understood that there will be periods of time that require significantly more than 20 hours per week. Extra hours shall be banked in lieu of overtime.

The position includes responsibilities and tasks in the following areas:

- Engaging the wider community with the activities of Sarasvati Productions
- Building relationships and partnerships
- Liaising with and coordinating the participation of Elders
- Spearheading accessibility efforts
- Coordinating panels, speakers, and community involvement at events
- Acting as staff representative on the Marketing Advisory Committee, plus working to realize the Committee goals
- Managing the creation and delivery of promotional materials through e-mail, mailings and on-line platforms
- Communicating with the media, partner organizations, audience groups, schools, community organizations, and advertising outlets
- Developing and coordinating the emerging artist workshop series
- Assisting the Board with fundraising activities
- Supervising contract staff, interns and summer students in marketing and outreach activities

The ideal candidate will bring the following expertise and abilities:

- Some marketing and outreach experience.
- Excellent organizational skills with a methodical and thorough approach to work.
- Able to self-initiate and work independently.
- Outstanding communication and interpersonal skills.
- Ability to work in a team environment.
- Strong computer and social media skills.
- Knowledge of the local arts scene.
- **A passion for the arts and social change.**

Sarasvati Productions is deeply committed to the principles of equity, diversity, and inclusiveness and is an Equal Opportunities employer. Candidates reflecting the diversity of our community based on race, colour, sex, gender and ability are encouraged to apply and self-identify in their cover letter.

For more information on the company please visit our website – www.sarasvati.ca. To apply please forward your resume and cover letter **by e-mail only** to info@sarasvati.ca.

Deadline for application is **July 31, 2020** or until the position is filled.

We thank all applicants for their interest; however only those shortlisted will be contacted.