



Organization: Atlantic Ballet Theatre of Canada

Internship Position: Communications & Marketing Coordinator

Employment Dates: May – August 2020

Location: Moncton, New Brunswick

Compensation: \$12.00 per hour
(37 hours/week; some evening and weekend work may be required)

Atlantic Ballet Theatre of Canada is an international touring company comprised of artists from all over the world. We work in a fast paced, changing and competitive environment.

Duties:

- Working on the planning and implementation of our summer programs including promotions and communications to social and print media.
- Maintaining website, posting updates and reviewing analytics.
- Undertaking various market research tasks on demographics, competitors, potential markets.
- Managing promotional ticket sales: tracking, delivery and reporting (corporate, and individual) May include processing of tickets.
- Coordinating / planning event hospitality including receptions, invitation lists, mailing, RSVP Marketing Coordination. Assist with program ad marketing and advertiser data base.
- Assist with sponsorship and donor management.

Qualifications: ability to multi-task; ability to work in a fast paced environment managing multiple deadlines; Solid knowledge of business fundamentals skills; Proficiency in Microsoft Word and Excel and internet browsing; Strong time management and organizational skills; Ability to follow multi-faceted instructions, demonstrated dependability, reliability and flexibility. Knowledge of the performing arts industry is helpful and some marketing, promotion and event planning experience is helpful.

A copy of your resume, cover letter and unofficial transcript should be sent to careers@mta.ca by January 31, 2020.

Please include all materials in a single PDF file and list “Atlantic Ballet Theatre of Canada Internship” in the subject line.