

JOB POSTING

Outreach & Event Coordinator

HOURS: 35 hours/week from June 5 - July 28 (8 weeks)

PAY: \$12/hour

DUTIES AND RESPONSIBILITIES:

The Outreach and Event Coordinator will plan and execute 2b's annual LobsterPalooza fundraiser (taking place on Sunday, July 23). All activities will be carried out under the supervision of and with support from the Managing Director (Colleen MacIsaac) and Producer (Karen Gross).

Tasks Include:

- Writing press releases and promotional materials
- Coordinating volunteers, sponsors, and silent auction items
- Managing sponsor relations
- Updating 2b's social networks, website, and newsletter
- Managing a box office and ticketing system
- Assisting with general administrative tasks

This job offers career-related experience to a student pursuing work in the field of Arts Administration. The Outreach & Event Coordinator will become familiar with the main tasks of an Arts Administrator while being mentored by the Managing Director and Producer.

Required Skills:

- Familiarity with event planning and coordination
- Learns quickly, works well under pressure, and able to prioritize
- Strong written and verbal communication, multi-tasking, and organizational skills
- Experience running fundraisers, managing a box office, coordinating volunteers, pursuing sponsorships and donations, and proficiency with database software, Google Docs, Excel, and Wordpress would all be assets, as would a valid driver's license.

Eligibility Requirements

- Between 15 and 30 years of age (inclusive) at the start of employment
- Registered as a full time student during the preceding academic year
- Intending to return to school on a full time basis during the next academic year
- Is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.



2b is an equal opportunity employer. We recognize that individuals from marginalized communities may have limited access to opportunities to build experience in arts administration. We also acknowledge that lived experience can be as valuable as formal training. We encourage applicants to describe the unique contributions they would bring to the organization in their cover letter.

APPLICATION DEADLINE: May 5th

Please send cover letter and resume by email to: info@2btheatre.com

Please title your email “Outreach and Events Coordinator” and address the cover letter to Colleen and Karen. Please also feel free to email us with any questions you may have about the position.

For more information about 2b, visit 2btheatre.com