

JOB POSTINGS

Event Coordinator

HOURS: 30 hours/week from June 11 - August 3 (8 weeks)

PAY: \$12/hour

DUTIES AND RESPONSIBILITIES:

The Event Coordinator will plan and execute 2b's annual LobsterPalooza fundraiser (taking place on Saturday, July 21). 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 registrations
- Assisting with general administrative tasks

This job offers career-related experience to a student pursuing work in the fields of Arts Administration or Event Management. The 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 registrations, 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

Systems Coordinator

HOURS: 30 hours/week from July 9 - August 31 (8 weeks)

PAY: \$12/hour

DUTIES AND RESPONSIBILITIES:

The Systems Coordinator supports 2b's management team in a range of research, archival, and organizational systems projects. All activities will be carried out under the supervision of and with support from the Managing Director (Colleen MacIsaac), Producer (Karen Gross), and Tour Producer (Rebecca Desmarais).

Tasks Include:

- Researching and organizing information about international theatre presenters
- Researching and organizing information about funding opportunities
- Assisting 2b's fundraising committee and liaising with sponsors and donors
- Creating and maintaining accessible archives of 2b's historical promotional materials, in collaboration with the Nova Scotia Archives
- Organizing 2b's storage spaces
- Updating 2b's database, filing, and tracker systems
- Assisting with general administrative tasks

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

Required Skills:

- Strong organizational skills with the ability to look at the big picture and understand and implement a system as a whole
- Learns quickly, able to work independently, and able to prioritize
- Strong written and verbal communication, multi-tasking, and research skills
- Proficiency with database software, Google Suite, and Wordpress would be assets

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 (FOR BOTH POSITIONS): May 17th, 11:59 pm

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

Please include the title of the position(s) you are applying for in the subject line and address the cover letter to Colleen. Please also feel free to email us with any questions.

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

*Applicants interested in and available for both positions should state this in their cover letter and articulate their relevant skills and experience accordingly. Interviews for both positions will take place in late May.