



Summer Marketing and Communications Assistant (part-time)

Folklorama is looking for a Summer Marketing and Communications Assistant for a part time contract (approximately 60-70 hours). The contract will begin on June 4, 2018 and end on August 18, 2018. Evening and weekend shifts are required.

The role operates in a fast-paced environment and requires the ability to work well under tight deadlines. This position reports to the Director of Marketing and Communications, and will work closely with the Marketing and Communications Coordinator.

Responsibilities

Ability to create and execute social media content and campaigns while aligning social media with Folklorama's marketing and branding strategies

Monitoring and facilitating social media content and posts beyond regular business hours

Assist with taking pictures and videos to be developed into content during the Festival or to be used at a later date by Folklorama

Organize and archive digital images and video

Media Relations – writing/distributing/editing communications to press, media kits, monitoring media coverage, liaison with media contacts

Skills

Strong written and verbal communication skills

Collaborative and able to take direction

Ability to multi-task effectively in a fast-paced environment

Strong organizational skills across multiple projects and priorities

Punctual and efficient working manner

Class 5 driver's license and must have access to vehicle

MS Office Skills: Word, Outlook, PowerPoint, Excel

Experience with Adobe Creative Cloud

Qualifications

1-2 years' experience in marketing, communications, journalism or public relations

Public Relations, Marketing, Journalism, Communications education from a post-secondary institute

Contact Information

Please forward a cover letter and resume via email to: **postings@folklorama.ca**

Deadline: April 27, 2017 by 5:00 p.m.

Folklorama thanks all applicants for their interest, but please be advised that only those candidates selected for an interview will be contacted.