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**Ballet BC**  
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Canada

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balletbc.com

## **Marketing Coordinator**

Ballet BC is seeking a junior marketing professional to support the marketing department and marketing needs of this leading contemporary ballet company. This role serves to support the marketing department and service the marketing needs of the other departments. The coordinator will generate content ideas for social media and organize and streamline marketing processes for external and internal marketing requests. Specific responsibilities will include:

- Collateral organization for all departments – development, artistic, corporate
- Collateral distribution – dance schools, community centres
- Web updates
- Organizing, re-sizing, distribution of marketing assets to suppliers
- Contesting details to suppliers
- Performance archiving
- Electronic newsletter scheduling, creation & distribution
- Survey distribution & reporting

Desired qualifications:

- Experience in Wordpress
- Working knowledge of Constant Contact or related platform
- Proficient in Photoshop and Adobe
- Diploma or interest in Marketing / Communications preferred
- Be able to meet hard deadlines with strong project management skills
- Excellent communication and interpersonal skills
- Professional demeanour for events with board members, donors, patrons
- Passionate about customer service and creating positive experiences for communities
- Interest in non-profit arts management and dance
- Comfortable working evenings and weekends when required

Reports to: Director of Sales and Marketing

Salary: hourly; 25-40 hours per week depending on time of the year; contract ending June 30, 2018 with option to renew

Please send your CV and letter of intent by noon on July 21, 2017 via email to: info@balletbc.com,

Attention: Director of Sales & Marketing