



**SOULPEPPER**

YOUNG CENTRE  
FOR THE  
PERFORMING ARTS

DISTILLERY  
HISTORIC  
DISTRICT

50 TANK HOUSE LANE  
TORONTO ON  
M5A 3C4

416 203 6264  
SOULPEPPER.CA  
BOX OFFICE: 416 866 8666

## **Summer contract position available for a Marketing/Communications Summer Student**

### **THE ORGANIZATION**

Soulpepper, Toronto's largest theatre, is an artist-centred company that celebrates the stories that move us and the artists who tell them. Soulpepper presents vital Canadian interpretations of the classics, and commissions, translates, and develops new work, creating a home for a diverse array of artistic expression across disciplines. We share our work through a variety of platforms, engaging audiences, inspiring youth in our city, and training the next generation of theatre artists through the Soulpepper Academy. Since our inception in 1998, Soulpepper has built:

- A 12-month season of more than 600 performances
- A passionate audience of over 100,000 each year
- An artistic ensemble of 250 established and emerging theatre artists
- A paid residency program for Canadian theatre artists
- A robust portfolio of youth programs, reaching over 4,500 youth annually
- A 46,000 square foot state-of-the-art performing arts facility – the Young Centre for the Performing Arts - which anchors Toronto's Distillery Historic District

Soulpepper is proud to be North America's only year-round classical repertory company, a prominent Canadian producer of original work from existing sources, a leading employer of artists in the City of Toronto and a partner in neighbourhood education initiatives.

### **THE POSITION**

#### **KEY RESULTS & RESPONSIBILITIES**

- Assist with the organizations Marketing & Communications activities
- Assist with Graphic Design layouts needs for layout, print and digital
- Assist with archive research and digital development of a company timeline in celebration of the company's 20<sup>th</sup> anniversary
- Assist with the collection and updating of event listings on third-party platforms
- Assist with organizing media information packages and other communications materials to media, arts community, funders and stakeholders
- Research and compile information for niche community outreach for upcoming productions



- Assist with photo tagging and media archiving
- Other duties as may be required

## **QUALIFICATIONS**

To be eligible to participate, in accordance with the terms of the Canada Summer Jobs program funding terms, the individual must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**This paid position is pending approval of support through the Canada Summer Jobs program and will be confirmed shortly.**

### **Knowledge:**

- Strong knowledge of performing arts media, practical understanding of graphic design.
- A passion for performing arts

### **Skills:**

- Proficient use of graphic design programs, such as InDesign, Photoshop, Adobe Illustrator, Dreamweaver.
- Comfort with the technical requirements of updating websites using a Content Management System
- Excellent interpersonal, oral and written communication skills, tact and diplomacy
- Excellent planning, organizational and time-management skills
- Self-starter, detail oriented, adaptable to a flexible work schedule
- Ability to work independently as well as in a team environment
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Working knowledge of basic HTML an asset
- Basic knowledge of Tessitura or other CRM an asset



**The Opportunity:**

The Marketing/Communications Summer Student role represents an opportunity to work with a creative and dynamic performing arts organization.

Paid contract dates: **July 3, 2017** through **August 25, 2017**

**HOW TO APPLY**

Soulpepper is an equal opportunity employer and invites all applicants with proper credentials to apply for the position. Soulpepper is committed to providing accommodations for persons with disabilities. If you require accommodation please let us know and Soulpepper will work with you to meet your needs. Soulpepper thanks all candidates for their interest however, only those selected for interviews will be contacted.

Please send résumé and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization by no later than  
April 24, 2017

Please quote **CSS16** on the subject line when applying by email.  
*To:* Search Committee – Marketing/Communications Summer Student  
c/o Cristina Rizzuto, Marketing Manager  
Soulpepper Theatre Company  
50 Tank House Lane  
Toronto ON M5A 3C4  
*Email:* [cristina.rizzuto@soulpepper.ca](mailto:cristina.rizzuto@soulpepper.ca)