

## JOB POSTING

### Publicity & Administration Intern

Shakespeare on the Saskatchewan (SOTS) is looking to hire a dynamic and engaging post-secondary student to join our team for an 8-month internship position from January to August to help support our marketing and administration departments. The successful candidate will actively participate in the planning and execution of the SOTS social media marketing plan. Mentorship is available for the successful candidate from WOW Factor to help provide further professional development. Funding for this position is grant dependent and made possible through Venture for Canada (VFC) and TECHNATION. As such, hiring will be subject to the successful candidate becoming a qualified VFC and TECHNATION student. For more information on how to become a qualified student please visit:

<https://ventureforcanada.ca/programs/internship-program>

<https://technationcanada.ca/en/future-workforce-development/career-ready-program/student-information-resources/>

Part of Saskatoon's thriving theatre scene, SOTS is a vibrant and exciting company looking to grow and develop into the future. Founded in 1985, SOTS has been a fixture on the South Saskatchewan River for over 35 years. SOTS is a registered non-profit charity and member of PACT. Each summer we produce 2 – 3 professional theatrical productions from the Shakespeare canon and related works for audiences of up to 10,000 people. In 2020 we opened our newly renovated 7-million-dollar festival site and presented a critically acclaimed and held over run of *Macbeth* in the summer of 2021.

Preference will be given to qualified applicants from marginalized communities in accordance with the Employment Equity Act and will be valued and strongly considered. Women, Indigenous persons, d/Deaf or disabled persons, and visible minorities are included in the act. These groups, and other marginalized groups not included in the act, are of significant interest to SOTS.

Working under the supervision of the General Manager and the Director of Marketing and Development, the Social Media & Administration Intern's duties and responsibilities will include but not be limited to:

#### MARKETING/SOCIAL MEDIA (60%)

- Active involvement in Marketing & Development department
- Assist with marketing grant writing/reporting as needed
- Execute social media campaigns to promote the Theatre, Festival and Productions with high regard and respect for the mandate, vision and values of Shakespeare on the Saskatchewan
- Respond in real time to posts on social media in a friendly, respectful and engaging manner in coordination with the Director of Marketing and Development

- Assist with the planning and delivery of donor engagement events and other special events
- Take the lead role in creating a marketing strategy to actively and creatively promote our annual free Community Stage Series, in coordination with the Community Stage Producer
- Graphic Design considered an asset (Canva, Adobe Photoshop & Premiere)
- Assist in setting benchmarks for ticket sales and concession revenue goals
- Solicit and process group sales
- Be an active team member responsible for creating unique and effective strategies to boost ticket sales in response to real time data
- Assist in donor solicitation as needed
- Assist in maintaining SOTS website, social media pages, Google Business pages and other online platforms as required
- Assist in planning and executing communications strategies
- Active involvement in design of monthly newsletter

#### FESTIVAL ADMINISTRATION (40%)

- Work evening/weekend Front of House or Box Office shifts as required (usually in summer)
- Cash handling and reconciliation
- Bank runs and deposits
- Supply procurement and delivery to and from festival site
- Assist with data entry, filing, mailing and other day to day office duties as required
- Assist with special events
- Other duties as assigned

#### SKILLS AND QUALIFICATIONS MUST HAVES

- Be a qualified VFC and TECHNATION Student
- High school diploma
- Be a student enrolled in a full-time post-secondary program
- High level written and verbal skills
- Adept at social media platforms
- Competency working in Microsoft Office
- Driver's license considered an asset
- Experience in graphic design considered an asset
- Previous experience executing social media campaigns considered an asset
- Creative and unique voice
- Ability to work collaboratively
- Ability to work with competing deadlines in a high pace environment
- Ability to work independently
- Time management
- Ability to stay cool under pressure
- Love of the arts

## RENUMERATION AND BENEFITS

- \$15/hour, 20-25 hours a week increasing to 35 hours a week in summer peak season
- Flexible work schedule
- Paid vacation days
- Reimbursement for use of vehicle at Sask government rates

## TERM OF EMPLOYMENT:

January – August, 2021 (assumes two 20 week VFC internships)

Start and End dates are flexible

## PLEASE NOTE:

*Funding for this position is grant dependent and subject to successful applicant becoming a qualified Venture for Canada and TECHNATION student. For information on how to become a qualified student please visit:*

<https://ventureforcanada.ca/programs/internship-program>

<https://technationcanada.ca/en/future-workforce-development/career-ready-program/student-information-resources/>

To apply, please submit your resume, letter of interest, and 3-5 samples of your own social media posts or short writing in PDF format to Richard Carnegie at [pr@shakespearesask.com](mailto:pr@shakespearesask.com), Subject line: SOTS Internship.

Position will close on **December 1st**. All those who apply will receive confirmation of their application by email. Those selected for an interview will be contacted shortly after.