



Title: **Summer Communications Coordinator**

Organization: **Children's Peace Theatre**

Job Type: **Summer, Full-time Contract Position (30 hours/wk)**

Duration: **16 week contracts June-August**

Deadline: **Rolling until suitable candidate is found**

Wage: **18.25/hourly**

**This position is funded by Service Canada. Candidates must meet the following requirements:**

- Be between 18 and 30 years of age at the start of the employment;
- Be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Peace Camp Description:**

Every summer Children's Peace Theatre (CPT) hosts Peace Camp, a three-week day camp for 45 children aged 8-13, plus up to 30 additional professional theatre artists, junior guides (13-17), guides (18+), and elders.

Located in our Taylor-Massey Creek forest retreat, Peace Camp involves the creation, rehearsal, and production of an original professional-calibre play about peace and conflict, developed from the stories and imagination of the child campers. In the final week there are several public performances, including a popular and well-attended gala presentation.

Due to Covid19 All Peace Camp activities will take place on line. All communications work will be conducted from candidates home until there are new directives from Public Health. By July some team meetings may take place in person.

**Responsibilities:**

- Work collaboratively with the Peace Camp Coordinator and Creative Directors to plan and execute summer communications strategy for Peace Camp and other activities.
- Manage all aspects of the community outreach for camp, final performance and fundraising initiatives for Camp.

- Design promotional materials such as flyers, posters, newsletters and e-mail campaigns.
- Develop Social Media campaign and blog for camp
- Write content and update CPT website, and Social Media sites daily.
- Design Camp Show Program
- Provide general administrative support as required.

**Qualifications:**

- Proficient with graphic design programs and social media platforms
- Proficient with editing photos and video for Social Media content
- Possess excellent interpersonal, time management, and communication skills
- Be able to work comfortably and effectively with a diverse group of staff, volunteers, and the general public on the telephone, in person, and via written correspondence
- Be comfortable balancing multiple tasks and responsibilities in an organized, efficient, and professional manner
- Take initiative and work independently, as well as work collaboratively with a team
- Be proficient in Microsoft Office (Word, Excel, Outlook), Adobe, InDesign, PhotoShop, Weebly and other design programs
- Be passionate about Anti-Racism and Anti-Oppression

**How to Apply:**

Applicants should e-mail their resume with a one-page cover letter indicating their interest and qualifications to **Karen@childrenspeacetheatre.org** with **Summer Communication Coordinator** in the subject line.

Children's Peace Theatre is an equitable employer and strongly encourages candidates who are members of equity seeking groups to apply. This position will prioritize BIPOC **LGBTQ2SAIP** or other equity seeking applicants.

We thank everyone for their interest, but only candidates selected for interviews will be contacted.