



Title: **Summer Communications Coordinator**

Organization: **Children's Peace Theatre**

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

Duration: **16 week contracts May-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.

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.