



ARTS COUNCIL OF NEW WESTMINSTER

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Summer Promotions Coordinator

Founded in 1967, the Arts Council of New Westminster (ACNW) is a non-profit organization committed to a mission of bringing the arts to the centre of community life. It accomplishes that mission through initiatives that focus on arts programming in the community, arts advocacy, and programs that nurture and support our local artists and arts organizations.

The Summer Promotions Coordinator will develop and execute an all-encompassing marketing strategy for all current and upcoming events and programs. This position will develop print materials, website updates, social media posts, and press releases.

Responsibilities:

- Create and execute a summer marketing strategy
- Attending, promoting, and reporting on both ACNW and community events, adding excitement to the events, and giving attendees an opportunity to talk about their involvement with the arts
- Coordinating with ACNW's programming staff in order to help host events on behalf of ACNW throughout New Westminster.
- Participates in all efforts to publicize events, including media releases, print advertisements, and web and social media updates.
- Write press releases
- Compose and manage correspondence.
- Research potential marketing partnerships and sponsorship opportunities
- Propose new ideas to improve and continue marketing in the future
- Other duties as assigned, by the ACNW Executive Director

Qualifications:

- Demonstrated background in Marketing, Communications, and Promotions
- Completion of one year of post-secondary education
- Computer literacy, experience with multiple social media platforms
- Attention to detail and ability to work independently
- Excellent communication skills - written and verbal
- High degree of self-motivation and creative problem solving
- Culturally aware and a love for the Arts
- Available to work weekends and evenings

Timeline: May 6, 2019 to August 30, 2019, Monday to Friday; however, a flexible week may be necessary in order to meet programming needs.

Remuneration: \$18.00 per hour, 40 hrs per week

Submit resume and cover letter by email to info@acnw.ca before 5:00pm on April 1, 2019.

Include "Summer Promotions Coordinator – Application" as the subject of your email.

Only selected applicants will be contacted for an interview.

Please note that the staffing of the position and its duration are conditional on the approval of the grant application submitted to the Canada Summer Jobs program. To be considered for this position, students must be between 15-30 years of age at the start of employment, registered as a full-time student during the preceding academic year, intend to return to school on a full-time basis next year, is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred.