

Public Energy Performing Arts Job Posting

Interim Administration and Marketing Program Director

Date Posted: July 22, 2020

Application Deadline: August 12, 5pm

Start/End Dates: August 31, 2020 – February 26, 2021 (6-month Maternity Leave Contract)

Salary: \$18/hour

Location: Peterborough, ON

Term: Part-time (30 hours)

About Public Energy: Founded in 1994, Public Energy is Peterborough's leading performing arts presenter/producer. Our mission is to act as a cultural catalyst in the community, bringing risk-taking artists and diverse audiences together around innovative works of dance, theatre and interdisciplinary performance.

About the job: The Interim Administration and Program Marketing Director is a temporary position due to two maternity leaves. The Interim Administration and Marketing Program Director will work as a team with the Executive Director and other staff to manage and deliver the organization's programs and services to its stakeholders. Key responsibilities are: maintaining a robust presence on social media, keeping the website up to date, design and delivery of marketing campaigns, managing donations and donor stewardship, and providing support to program delivery. Duties include:
Administration:

- administer ongoing financial operations, including: bank deposits, petty cash, online payments via Square/Visa/GiveLo/PayPal, and reporting
- office administration (mail, phone, supplies, etc)
- manage donations, including: generate CanadaHelps monthly donor report; update and maintain the Public Energy database (Sumac); generate and distribute charitable receipts; import donor email addresses
- provide bookkeeper support, including: preparing invoices and income documentation
- manage front-of-house activities for outdoor and site-specific events, including: supervision of box office, reservations and merchandise sales
- manage volunteer activities, including: scheduling, tracking hours and recognition
- update and maintain the Public Energy database and information systems
- maintain archives and event records, both electronic and print
- maintain show reports outlining revenues and expenses

- support design and delivery of revenue development activities, including: donor campaigns, stewardship, and funding applications to government and foundations.
- draft artist contracts

Marketing:

- manage social media
- manage the Public Energy website: edit copy, add pages, photos and links
- design and deliver marketing and publicity campaigns, including: generating e-newsletters, issuing invitations, writing media releases, submitting online listings, coordinating dissemination of print material
- create print material, such as posters and flyers

Programming:

- providing logistics and production support to Artist Residencies and other programming activities
- manage program budgets and communications

Qualifications:

Education: University degree or community college diploma or equivalent.

Experience: Minimum three years in administration and marketing. Experience in arts administration and marketing an asset.

Skills Required:

- Excellent computer skills in a Windows environment, including word processing, spreadsheets, email management, database management
- Excellent at effectively using different forms of social media - Facebook, Twitter, Instagram
- Excellent at using website management tools. Experience with WordPress essential.
- Demonstrated ability to be self-motivated, set and meet deadlines, work under pressure, and exercise sound judgment in setting priorities
- Ability to be a self-starter and team player
- Proficient at using graphic design programs InDesign and Photoshop
- Proficient with video editing and creating promotional videos an asset
- Ability to work flexible hours in a non-traditional work environment
- Excellent oral and written communication skills
- Good basic financial skills
- Passion for the performing arts and mission of Public Energy

COVID-19 accommodations. Workplace policies at Public Energy have been established to conform with COVID-19 protocols for office work, including workers not sharing equipment, workstations being physically distanced, and the option of working from home, among others.

How to Apply:

Applicants are asked to forward their resume or CV, cover letter, and names and contact information of two (2) references to bill@publicenergy.ca

Contact Info:

Name: Bill Kimball

Email: bill@publicenergy.ca

Website: www.publicenergy.ca

Public Energy is an equal opportunity employer and encourages applications from self-identified members of underserved communities, including Indigenous, people with disabilities, new Canadians, as well as visible and invisible minority groups.