



## Public Energy Performing Arts Canada Summer Jobs Employment Opportunity

**Job Title:** Marketing and Web Design Assistant (Contract Position)

**Deadline:** Tuesday May 6th at 2:00 pm

*Under the Canada Summer Jobs guidelines, this opportunity is for people who are aged 15 to 30 years (inclusive) at the start of employment. Candidate must be Canadian citizen, permanent resident or a person upon whom refugee protection has been conferred, and who is legally entitled to work in Ontario. This position is being funded by the Canada Summer Jobs program, a component of the Youth Employment and Skills Strategy*

Public Energy Performing Arts is an animator of contemporary dance, theatre, performance, and interdisciplinary work. We are dedicated to supporting the creation, touring, and presentation of innovative contemporary performing arts, and to developing audiences that are knowledgeable and passionate.

The Public Energy Marketing and Web Design Assistant will be part of a team that creates content and implements a marketing and outreach campaign for the Public Energy Performing Arts 2025-2026 season. This work will take place across all platforms: social media, traditional media, and print with a special emphasis on developing new website features.

**Public Energy is committed to diversity and inclusion in the workplace. We will be prioritizing applications from indigenous people, people with disabilities, new Canadians, people of colour, and members of the LGBTQ2S+ community.**

### Duties

The Marketing and Web Design Assistant will assist in the development, design and delivery of marketing plans for Public Energy Performing Arts' 2025-2026 season. The key responsibility is in the design and delivery of marketing materials across multiple digital, broadcast and print platforms.

Duties include:

- Assist with website content creation
- updating website
- managing social media
- designing graphic elements using InDesign and Photoshop,
- deliver marketing plans
- editing text
- sourcing and selecting photos
- making promotional videos
- managing databases
- assist with program delivery
- documenting and archiving marketing materials in both digital and print formats
- researching, digitizing and organizing archival material

- community outreach

## Qualifications

- Ability to take initiative, plan and organize projects from beginning to end
- Good writing and communication skills
- Good judgment and flexibility
- Ability to work effectively independently, as well as in a team
- Proficiency with a variety of social media platforms
- Education or experience in marketing and communication an asset
- Proficiency with graphic design programs and video editing programs a definite asset
- Knowledge of the arts and the Peterborough community an asset

## Hours

35 hours per week. Total of 280 hours over 8 weeks.

## Start Date

May 19 – July 1, 2024 (Flexible)

## End Date

July 14 – August 23, 2024 (Depends on start date: candidate must work full 8 week contract)

## Rate of Pay

\$17.55 per hour

## Location

140 Charlotte Street, Peterborough

## To Apply

Applicants are asked to forward their resume or CV, cover letter expressing your interest in the job, and names and contact information of two (2) references to: [admin@publicenergy.ca](mailto:admin@publicenergy.ca). For the subject line please use “Marketing and Web Design Assistant Application: Your Name”, entering your name in the applicable spot.

## Contact Info:

Name: Eva Fisher

Email: [admin@publicenergy.ca](mailto:admin@publicenergy.ca)

Website: [www.publicenergy.ca](http://www.publicenergy.ca)

**Notification**

While we appreciate all applications, only those selected for an interview will receive a response to the application.

**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.