**Administration and Marketing Coordinator**

Reporting to the Executive Director, the Administration and Marketing Coordinator is responsible for assisting all departments to ensure operational success while assisting with research, planning, negotiation, execution, sales and final reporting regarding the branding and advertising successes of Rainbow Stage.   
  
**Position Specifics**

* Full time position until October 31, 2023 with the possibility of staying on.
* 35 hours per week.
* The position requires flexibility in schedule during busy season.
* A valid driver’s license and access to a vehicle is required as this position will be required to work at both the office and the stage.

**Key Duties and Responsibilities**

* Administrative support duties including but not limited to reception activities, supply sourcing and procurement, maintenance of office equipment and systems, accounting support and committee support.
* Support of specialized departmental tasks relating to education and outreach, production, fundraising, box office and events.
* Support of marketing activities including but not limited to proofing print and digital materials, media buy scheduling, market research and data mining, social media activities, program creation, program advertising, audience engagement activities, etc.
* Other duties as assigned.

**Qualifications / Required Skills**

* Post-Secondary education in a related field.
* Minimum 3 years of experience working in administrative and marketing support roles.
* Strong social media knowledge.
* Demonstrated superior computer literacy.
* Excellent administrative and organizational skills.
* Excellent written and verbal communication skills.
* Strong interpersonal skills with the ability to grow and maintain relationships.
* Adaptable with the ability to prioritize daily activities and work on multiple projects under tight timelines.
* Friendly, calm disposition with an appreciation for working in a creative team environment.
* Experience working with the media is an asset.
* Sales and audience development experience is an asset.

**Additional Information**

Rainbow Stage values diversity in its workforce and invites applications from all qualified candidates. If you require accommodation at any stage of the application process, please do not hesitate to make a request.

We thank all applicants for their interest in Rainbow Stage, however only those selected for further consideration will be contacted.

Rainbow Stage is committed to providing a safe and healthy environment for all individuals working with Rainbow Stage. As a result, Rainbow Stage is implementing additional measures to protect us all from contracting and/or spreading Covid-19.**It is Rainbow Stage’s requirement that all employees hired to commence employment after November 1, 2021 will be fully vaccinated.**

Due to the uncertain nature of the Covid-19 pandemic, and no clear end to the pandemic, this Policy will be reviewed by the Board of Rainbow Stage and may be adjusted in the future, in accordance with public health orders and the ongoing evolution of the pandemic. For example, the Board may determine, at a future date, that it is necessary for all onstage and backstage employees to be tested regularly, as well as be fully vaccinated.     
  
**Contact Information**

Interested candidates are asked to submit a cover letter and resumé to [aprattmcdowell@rainbowstage.ca](mailto:aprattmcdowell@rainbowstage.ca) with the subject line **Administration and Marketing Coordinator**.

**Deadline to apply is May 13, 2022.**   
  
**Employer Profile**

Rainbow Stage is Canada’s largest, longest-running open-air professional theatre. A not-for-profit charitable arts organization dedicated to the genre of musical theatre, Rainbow Stage’s mission is to produce excellent musical theatre, to develop and support talented Manitoba artists and other theatre professionals, and to foster a diverse and engaged audience through a shared exploration of the musical theatre arts.

Rainbow Stage provides Four Pillars of Programming: Education, Outreach, Professional Training and Productions. By connecting our Production pillar to our established Education, Outreach and Professional Training pillars, we have created a bridge for Manitobans as young as 9 years old to begin a journey to a professional career on our stage and behind the scenes.

Rainbow Stage currently operates in three locations in the city of Winnipeg;

1. Seasonal theatre venue in Kildonan Park
2. Administrative offices on Henderson Hwy
3. Various rental spaces for rehearsals, auditions and workshops

As we enter into a new strategic plan in the coming year and as we work toward our 75th anniversary in 2029, we have our sights set on continuing to improve the company’s artistic and cultural vision in order to properly serve Manitobans for many years to come.