

**FULL-TIME POSITION AVAILABLE FOR  
CONTENT MANAGER  
START DATE: DECEMBER 15, 2022**

## **THE ORGANIZATION**

Soulpepper's purpose is to share vital stories that connect us all by producing a year-round season of events, including plays, concerts, musicals, festivals and presentations. We play a vital civic role in our community through education and community programs, artist training, and environmental sustainability initiatives. We strive to ensure theatre is accessible to all by offering ASL interpretation, relaxed performances, and a variety of affordable ticket options.

Soulpepper, like other performing arts companies, continues to adapt to the realities of producing theatre in the midst of enormous social change and a global pandemic. We work in a convivial environment that truly allows you to be who you want to be. The Soulpepper team is hardworking, creative, and, with the arrival of many new staff in recent years, forming a new working culture that is at once ambitious and sustainable.

Led by Executive Director Gideon Arthurs, and Artistic Director Weyni Mengesha, Soulpepper's home is the Young Centre for the Performing Arts situated in the Distillery Historic District in downtown Toronto. Soulpepper's annual budget is approximately \$8 million and engages roughly 60 employees and 250+ artists annually. The Young Centre's annual budget is approximately \$3 million and engages roughly 150+ employees annually.

**Soulpepper is an organization committed to pursuing Radical Inclusion, working to build an organization where everyone's experience is both valued and reflected. We encourage applications from Indigenous, Black, Persons of Colour, Trans, and Disabled persons.**

## **THE POSITION**

Reporting to the *Associate Director of Marketing*, the Content Manager will be responsible for executing all Soulpepper's digital communications and scheduling all creative deliverables with external partners. The successful candidate will play a critical role within the marketing and communications team and aid in maintaining a consistent creative vision for the company.

If you love social media and the creation of marketing content, we want to talk to you!

## **KEY RESPONSIBILITIES**

- Coordinate and execute Soulpepper's public-facing marketing assets with the guidance of *Associate Director of Marketing*
- Manage timelines, workback schedules and delivery of all marketing assets
- Collaborate with designers and content creators to create impactful marketing pieces (video content, photography, digital ads, social content, digital and print brochures, sales emails, etc.)
- With oversight from *Associate Director of Marketing*, support social media planning and strategy
- Maintain social media calendar
- Execute social media across all platforms
- Responsible for promotional email communications (newsletters, show promotions, etc.)
- Responsible for web site maintenance and updates
- Other tasks as assigned



## **SKILLS AND EXPERIENCE**

- 2-3 years of related experience, preferably in a performing arts organization
- Post-secondary degree in marketing or related field (or equivalent professional experience)
- Social media planning and calendar creation skills
- Basic knowledge of creative programs (InDesign, Photoshop, etc)
- Demonstrated attention to detail and accuracy
- Ability to thrive in a fast-paced work environment with multiple deadlines
- Strong interpersonal and oral/written communication skills
- Excellent time management, organizational and administrative skills
- Experience with e-mail marketing tools (WordFly, Mailchimp) an asset
- Knowledge of Canadian Anti-Spam legislation (CASL) as asset
- Photography and videography experience an asset
- A passion for theatre and live performance

## **COMPENSATION**

***Salary \$55,000 – \$60,000***

***15 annual vacation days plus 5 paid sick days and 5 personal days***

***Health and dental benefits***

## **HOW TO APPLY**

Soulpepper is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, sexual orientations, and abilities. Soulpepper is committed to providing accommodations for persons with disabilities in all parts of the hiring process. Soulpepper invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs. We thank all candidates for their interest, however, will only contact those selected for interviews.

Please email a resume and cover letter detailing how you can contribute to this dynamic not-for-profit arts organization no later than:

**November 28, 2022**

Please quote CONTENT MANAGER on the email subject line when applying to Email:

[marcomjobs@soulpepper.ca](mailto:marcomjobs@soulpepper.ca)