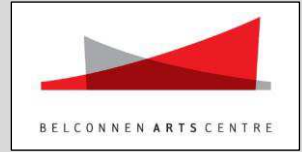


POSITION DESCRIPTION:



8: MEDIA AND MARKETING: Creative Marketing Distribution

POSITION TITLE	MEDIA AND MARKETING: Creative Marketing Distribution
HOURS AND DAYS REQUIRED PER WEEK	Flexible hours or as needed Monday -Friday between the hours of 10am - 4pm
REPORTS TO	Media and Marketing Manager Creative Programs Director Volunteer Coordinator
ROLE/PROJECT OVERVIEW	Assist with the production of fliers, posters and other duties as needed
KEY RESPONSIBILITIES	<ul style="list-style-type: none">○ Word processing /office skills○ Client/artist contact○ Liaise with BAC staff and guests○ Keeping up to date with what is going on at BAC○ Design collaboration○ Write editorials/online content○ Update website○ Compiling reports○ Research
OUTCOMES AND GOALS	Increase the flow of visitors through the Arts Centre. Inform the general public of events, activities that are provided through our Creative Program.
SKILL AND EXPERIENCE	Knowledge of Indesign, Photoshop. Good communication and media marketing skills. A working knowledge of social media.
TRAINING REQUIREMENTS	Guided by Media marketing manager