



**Job Title: Marketing Coordinator**

**Application Deadline: April 11, 2025** or until the position is filled

**Targeted Start Date: May 5, 2025**

**Term: 8 weeks**

**Compensation: \$19 hour, 35 hours per week**

The Thousand Faces Festival is seeking a **Marketing Coordinator** to assist our team with marketing and outreach activities for our 2025 Festival. Since 2012, the Thousand Faces Festival has celebrated the myths and stories at the roots of Edmonton's many cultures through theatre, music, dance, and other artistic disciplines. We are committed to ensuring that our staff, crew, and artistic teams also reflect the diversity we see on our stages. We strongly encourage submissions from people of all backgrounds and look forward to continuing our tradition of discovering what connects us all through art. As the Thousand Faces Festival Association supports the [Canada Summer Jobs program's national priority](#) to create opportunities for youth who are underrepresented in the labour market, **we are actively encouraging applications from BIPOC and 2SLGBTQI+ individuals for our Marketing Coordinator position.** Applicants of all backgrounds will be considered on an equal basis.

This position is funded in part through the Canada Summer Jobs Program. To be eligible, applicants must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

Please note that our in-person Festival activities will take place from June 19-22, 2025. Successful applicants will be required to work from our festival site on Alberta Avenue during these dates, in addition to weekly in-person team meetings. Access to a vehicle is encouraged, but not required.

## **Marketing Coordinator Job Description:**

The Marketing Coordinator will work closely with the Festival Producer and Artistic Director of the Thousand Faces Festival to ensure that materials are in line with the Festival's artistic vision. Responsibilities will include:

- Acting as the primary point of contact for media and the general public for inquiries about the Festival
- Upholding the Thousand Faces Festival's mandate in the manner the marketing is conducted
- Overseeing the design of marketing materials
- Executing the Festival's marketing plan
- Overseeing the work of staff and volunteers engaged to fulfill the marketing plan
- Overseeing advertising implementation for the Festival
- Management of the Festival's social media platforms
- Generating social media content
- Assisting with the design and management of the company's website
- Working with external partners and contractors on company marketing as assigned
- Writing and distributing press releases

## **Marketing Coordinator Qualifications:**

We are looking for a self-motivated individual that has a keen interest and enthusiasm for celebrating stories at the roots of Edmonton's many cultures through theatre, music, dance, and other art forms. Previous marketing or communications experience is a strong asset, especially if augmented by a post-secondary credential in the field of Arts Management, Marketing, or Communications. Good writing, communication, and numerical skills; an audience-focused attitude; out of the box thinking; and a strong willingness to learn are all a must. Access to a vehicle and a Class 5 driver's license are an asset.

Please send a brief cover letter and your resume to [producer@thousandfaces.ca](mailto:producer@thousandfaces.ca) with the subject line **Marketing Coordinator Application**. The deadline to submit your application is Friday, April 11, 2025. Only candidates who are chosen for an interview will be contacted. Interviews will be scheduled starting April 10, 2025.