



Dancer Transition Resource Centre Marketing and Communications Manager

Position: Marketing and Communications Manager
Position Type: Full Time
Location: DTRC National Office, downtown Toronto
Application deadline: October 15, 2018

The Dancer Transition Resource Centre is a national arts service organization that helps dancers make necessary transitions into, within and from professional performing careers. Along with its National Office in Toronto, the DTRC has offices in Vancouver and Montreal and representatives across the country. For more information about the organization, please visit our website www.dtrc.ca

Position available: The Dancer Transition Resource Centre (DTRC) is seeking a passionate, motivated and experienced individual who can write clear, dynamic, and compelling copy for a variety of platforms to address a number of target audiences. Reporting to the Executive Director and working in collaboration with the DTRC's national staff, the marketing and communications role develops, implements, manages and evaluates communications for the organization.

Responsibilities

- With the Executive Director, develops marketing and communication strategies to promote the DTRC to a broad range of stakeholders
- Provides communication support to DTRC national and regional staff to ensure key messaging is appropriate for the audience and reflects DTRC's philosophy and communication goals
- Sources, develops and writes compelling stories of DTRC members and alumni for both print and online publication
- Manages, maintains and writes content for DTRC website and social media platforms
- Writes and produces DTRC monthly e-bulletin
- Coordinates the marketing and promotion of DTRC initiatives, conferences, workshops and seminars
- Creates and manages DTRC advertising for print and online
- Coordinates photography/videography of DTRC initiatives

Attributes

The successful candidate will:

- Thrive in a collaborative environment
- Write clear, dynamic, and compelling copy to engage a variety of target audiences
- Demonstrate proven ability to manage and write specific content for a range of social media platforms
- Possess graphic design skills and show proficiency with Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Have experience with content management systems and basic html
- Have an interest in, and good understanding of, professional dance from a range of dance practices and cultures
- Possess strong French language skills as a desirable asset

Salary range: \$45,000 - \$50,000 Commensurate with experience

Please e-mail cover letter and resume in *one* pdf or Word document to:

Amanda Hancox, Executive Director

e-mail: nationaloffice@dtrc.ca

Resumes must be received by 5:00 pm, October 15, 2018.

Equity and Equality

The DTRC is an organization that is working to embed the values of individual and group differences within its working environment. We strive to embrace the diversity of backgrounds and perspectives of our staff, members, arts community and partners. Indigenous peoples, people of colour, and people across the spectrums of gender, sexuality, age and abilities are encouraged to apply. If you have questions or concerns about accessibility throughout the hiring process, please email nationaloffice@dtrc.ca

We thank all applicants in advance for their interest, however only those selected for an interview will be contacted.