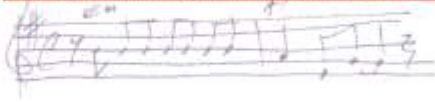




www.centennialtheatre.ca



Université Bishop's, 2600, rue College, Sherbrooke J1M 1Z7
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Centennial Theatre | Arts Administration/Marketing Internship Tomlinson Intern Grant 2016-2017

Centennial Theatre is a rental performance space which presents concerts, shows and conferences by local and regional community groups and promotes on campus events (drama, University Singers) www.centennialtheatre.ca

Job Description | The internship project for Centennial Theatre in 2016-2017 involves hiring a student with experience and interest for arts administration or marketing. The student will be asked to implement innovative strategies to promote the cultural events such as the drama productions and University Singers concerts as a means to increase student attendance. The student will be supervised by Sonia Patenaude, Development and Communication Officer for Centennial Theatre. This is a part-time position until April 2017 (10 hours / week for a total of 200 hours – 100 hours per semester).

The candidate will promote on campus all shows and will also be trained on the Centennial Theatre Box Office system. The intern will be of assistance in reinforcing the publicity on campus, helping in the development of a dynamic promotion geared toward students and being of reference on the students' calendar of activities, interests and preferences.

Tasks | The main function of the intern will be to implement new ways of attracting students to the shows programmed in the Drama Departments and to link those to the academic programs taught at Bishop's University. The tasks to be accomplished will be to connect with targeted departments and organize activities that will draw the students to participate in those activities and to the show linked to them while creating promotions for students on campus, to network with the various SRC clubs and to communicate via press releases or other documents the many advantages of attending cultural events on campus.

Job Requirements | The students will ideally be selected from students in Marketing, Business or Arts Administration. All applicants must have English as their first language, a good knowledge of French, and possess good aptitudes in grammar and syntax. Knowledge of social media platforms (Facebook, Twitter, Instagram), Photoshop (or equivalent), website design (or equivalent) required.

Salary | \$10.75 (+ benefits)

Submit resumes to | Sonia Patenaude, Centennial Coordinator, Centennial Theatre
spatenau@ubishops.ca

Start date | September 23rd, 2016

Deadline to apply | September 20th, 2016

