

Events and Marketing Relations Coordinator

New Dance Horizons (NDH) is a Regina-based not-for-profit organization that since 1986 has presented internationally acclaimed dance shows, produced original works, and organized activities that engage both the dance community and the general public.

NDH plays a distinctive and integral role in developing and strengthening the dance community in Saskatchewan. In addition to performance presentation, NDH offers courses, workshops and lectures with guest artists and community events. Thanks to the bold artistic vision and community engagement of acclaimed Canadian artist and co-founder Robin Poitras, NDH has become nationally recognized as a champion of creative dance. NDH offers adventurous and ever-changing dance encounters for everyone.

Currently, we are in search of a full-time, permanent, Events and Marketing Relations Coordinator to join our team!

Roles and Responsibilities:

- General Communications, Public and Sponsor Relations as well as Promotional Co-ordination and Dissemination with the Artistic and Managing Director (AMD) for all New Dance Horizons (NDH) programming, including Performing Series, Learning & Teaching, Creation activities, Fundraising, and special events
- Volunteer Coordination and supporting volunteer training for events
- Fundraising coordination with the AMD, General Manager (GM) and Board
- Maintaining the annual Friends of New Dance (FOND) drive in collaboration with the AMD and GM
- Develop and coordinate promotional materials for each season and individual program
- Co-ordinate advertising
- Write press releases and press appearances
- Develop and disseminate on-line communications to NDH contacts
- Update website and social media campaigns
- Coordinate communications with NDH stakeholders
- Liaise with professional associations on behalf of the organization
- Coordinate and report on sponsorship programs
- Edit images for online publications and public archive.
- Develop outreach Materials for the organization to distribute at events and workshops, such as pamphlets and flyers
- Support budgeting and bookkeeping procedures

Requirements:

- University degree preferred
- Minimum of three (3) years of experience preferably in the field of Events Management, Marketing, Communications, Public Relations, and/or Tourism.
- Advanced knowledge with Microsoft Suite
- Present the organization positively and professionally
- Excellent understanding and familiarity with brand building and brand management.
- Demonstrated proficiency in internet marketing techniques, technologies, and solutions.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Excellent written and verbal communication skills.
- Breadth of working knowledge and past experience in publishing with print and web-media (magazines, newsletters, journals).
- Knowledge of printing procedures and requirements preferred.
- Must be a Canadian Resident.
- All candidates will be required to complete a pre-employment background check.
- Ability to work a flexible schedule, including weekends and holidays.
- Skilled in Adobe Photoshop, Illustrator, or InDesign.
- Familiarity with Weebly, Squarespace, or similar site builders. (HTML, CSS, and JavaScript is an asset)

WHY NEW DANCE HORIZONS?

At New Dance Horizons, health and wellness are paramount concepts for our organization. This is why we supply all our permanent employees with a medical, dental, life and disability program. Our benefits include:

- Health and dental coverage for our employees and their families
- Group Life Insurance, Short Term and Long-Term Disability

You will be eligible for 14 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

If you are a passionate person looking for a challenging opportunity and rewarding career...look no further! We are always looking to add talented individuals to our team.

HOW TO APPLY:

Please include a cover letter with your resume and include the title Events and Marketing Relations Coordinator in the subject line of your email.

Email: careers@newdancehorizons.ca

Please note that only those selected for an interview will be contacted. The successful candidate must submit a satisfactory Criminal Record Check prior to employment. New Dance Horizons is committed to maintaining an inclusive culture and building a diverse workforce. We welcome applications from all qualified candidates.