



Job Posting – Tour & Outreach Manager

Carousel Players, Niagara's professional theatre for young audiences, is accepting applications for the position of Tour & Outreach Manager. This is a full-time (40 hours per week) permanent position based in St Catharines with a start date of August 8, 2022.

The Tour & Outreach Manager is responsible for managing the non-production aspects of Carousel Players' tours to schools, community venues, and theatres, and managing Carousel Players' communications, marketing, and community outreach to promote and build awareness of the company and its work.

KEY DUTIES INCLUDE

Communications & Marketing

- Promote Carousel Players' tours
- Manage Carousel Players' communication with audiences and supporters through newsletters, social media, and the media
- Create and distribute marketing materials for tours and outreach activities

Tour Management

- Book performances into schools and other venues
- Coordinate logistical details of all tours

Community Outreach

- Manage Carousel Players' community outreach activities and special events
- Supervise Community Youth Engagement Coordinator and volunteers

A candidate for this position should demonstrate the following

- A love of theatre
- Three or more years experience in sales and/or customer service
- Experience in speaking with and/or emailing unfamiliar people to build new connections
- Experience in using MS Office Suite and Google Cloud systems
- Experience using major social media platforms (Facebook, Twitter, Instagram) for communications and promotions
- Spoken and written English proficiency sufficient to lead meetings; have conversations and email exchanges with schools, presenting venues, and community organizations; and ensure accuracy in the content of written and spoken messages.

Other qualities and skills that are not required but are considered an asset:

- Project and/or event management experience
- Knowledge of the Niagara Region's geography and communities
- Knowledge of the Canadian Theatre Agreement (CTA)
- Familiarity with Mailchimp, Wordpress, Tik Tok, and/or graphic design software
- Access to reliable transportation
- Volunteer or employment experience in the performing arts

Carousel Players is committed to creating a supportive and flexible workspace. Staff work both in-office and virtually as best suits their tasks and responsibilities. Some evening and weekend work will be required in this position.

This position involves working around minors, so the selected candidate will be required to complete a police-issued Vulnerable Sector Check as a condition of employment. The cost of completing this check will be reimbursed by Carousel Players.

Salary Range: \$1,640 to \$1,700 based on experience, paid bi-weekly. Other compensation includes 3% RRSP matching, extended health benefits, support for professional development, and twelve days paid vacation.

Carousel Players is committed to non-discriminatory hiring practices to ensure equitable access to our creative spaces for artists, staff, volunteers, and audiences of diverse backgrounds and abilities. Persons who identify as IBPOC (Indigenous, Black, and Persons of Colour), 2SLGBTQ+, and/or disabled are encouraged to apply for this position. Please contact Carousel Players at info@carouselplayers.com or 905-682-8326 *23 about any accommodations you require to submit an application.

HOW TO APPLY

Please send both your resume and a cover letter to info@carouselplayers.com addressed to General Manager Kate Leathers and Artistic Director Monica Dufault explaining your interest in the role.

Applications must be received by 11:59pm EST on July 12, 2022 to be considered. Interviews will be conducted in person or by video call on July 18, 19, and 20. We thank all those who apply, but only candidates selected for an interview will be contacted.

If you have any questions about this position, posting, or Carousel Players, please email Kate Leathers, General Manager, at info@carouselplayers.com.