

# JOB POSTING - EVENT & MARKETING COORDINATOR 2025 Summer Season

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for an **Event & Marketing Coordinator** for the 2025 summer season.

**Start date:** June 9, 2025    **End date:** August 16, 2025 (10 weeks)

## **Remuneration:**

\$630/week - averaging agreement with guaranteed minimum wage of \$18/hour

## **Skill Requirements:**

- The ideal candidate possesses excellent interpersonal skills, creative problem solving skills and the ability to anticipate the needs of multiple constituents
- The ideal candidate possesses excellent verbal and written communication skills and has extensive experience in the areas of marketing and promotion and social media networking
- The ideal candidate possesses excellent organizational skills, including event management experience with a strong attention to customer service excellence
- A valid driver's license and **access to a vehicle for the length of the contract is required** (due to the rural location)
- Must enjoy working outdoors
- Ideal for a returning student in an Arts/Business Administration, Marketing or Event Management program

## **Duties & Responsibilities of this position will include:**

- Host patrons at the outdoor theatre venue and ensure a positive 4th Line Theatre experience
- Arranges for and manages company activities that occur outside the rehearsal schedule such as dinners, parties, meetings and other celebrations; assists with management of corporate sponsor events held at the Winslow farm
- Under the guidance of the core administrative staff, develop and implement seasonal marketing campaigns and integrate media and public relations activities
- Fulfilling seasonal social media posts/networking tasks



## **Employer Information:**

4th Line Theatre is an award-winning outdoor theatre company that presents regionally-based, environmentally-staged, historical dramas. Our performance venue is located on the Winslow farm, just outside of Millbrook, Ontario. To find out more about 4th Line Theatre and the upcoming summer season, please visit our website [www.4thlinetheatre.on.ca](http://www.4thlinetheatre.on.ca)

4th Line Theatre is committed to being a leader in supporting diversity, equity, and inclusion. We value the diversity of the people and communities we serve, recognize and respect human differences and similarities. Our hiring practices reflect these initiatives. As a company focused on the values of imagination, integrity, collaboration, empowerment, and sustainability in all we do, 4th Line Theatre is committed to creating positive and healthy workspaces for our artists and communities. 4th Line Theatre is committed to providing accommodations [for people facing barriers]. If you require an accommodation, we will work with you to meet your needs.

Please send a resume and cover letter to\*:

Lindy Finlan

General Manager

[lindy@4thlinetheatre.on.ca](mailto:lindy@4thlinetheatre.on.ca)

\*Interviews and hiring will take place on an ongoing basis until all positions are filled. **Please note the position title(s) you are applying for in the subject line of your email.**