



**Marketing and Development Assistant
Fulltime Temporary Contract**

Application Deadline: Monday May 13, 2019

Contract Period: June - August

Hourly Wage: \$16/hour

Reports to: Managing Director

About Toronto Dance Theatre:

Toronto Dance Theatre (TDT) is one of Canada's leading contemporary dance companies, recognized for the intelligent, provocative vision of its choreography and the exceptional artistry of its dancers. Founded in 1968, TDT has produced a remarkable body of original Canadian choreography and has had—and continues to have—a profound influence on the development of dance in Canada.

Under Christopher House's artistic direction, the company has opened its doors to collaborations with a wide variety of Canadian and international artists in many disciplines. International exchanges with choreographers from Berlin, Paris, Brussels and New York have brought stimulating new perspectives to the Toronto dance scene, as has the company's work with post-modern icon Deborah Hay. TDT's biennial Emerging Voices Project and annual Creation Residencies support the development of the next generation of dance artists; outreach events facilitate an exchange of ideas between artists and the audience, and TDT's Education program offers an immersive dance experiences for young audiences in the GTA. TDT's dancers are a diverse group of highly skilled artists who play an essential role in the creative process.

About The Role:

The Marketing and Development Assistant will support the Toronto Dance Theatre administrative team to attract resources from private revenue streams as well as grow our audience base. This is an excellent opportunity for a recent graduate or young professional looking to begin their career in arts administration with a specific interest in the performing arts.

Tasks will include but not be limited to:

- Update and maintain the Company's CRM database related to communications and fundraising
- Track philanthropic pledges and contributions
- Research prospective donors, foundations and corporations
- Support yearend direct mail campaign
- Analyse audience surveys collected during the season, work with the Communications Manager to segment audience interests and buying patterns
- Support launch of 19/20 production season
- Develop content for social media, communications and website
- Other duties as assigned

Qualifications

- Interest in pursuing a career in the arts, cultural, and/or non-profit sector
- Related post-secondary education is an asset. Position is open to those in the process of completing a post-secondary program
- Strong communications skills, both oral and written



- Computer proficiency in Microsoft Office. CRM database experience an asset
- Keen attention to detail
- Strong organizational and analytical skills

Terms of Employment

This is a fulltime position (30/hours a week) for up to 16 weeks in the summer months. Toronto Dance Theatre welcomes applications from those who identify as a newcomer to Canada, LGBTQ2, First Nations, Inuit & Métis, visible minorities, and people with disabilities. As this is a funded position, the candidate must meet the following requirements:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please note that unfortunately, 80 Winchester Street is not wheelchair accessible at this time.

If you meet the above requirements, please send a cover letter detailing your interest in the position and resume by email to jessica@tdt.org no later than Monday May 13, 2019. We thank all applicants in advance, but only those selected for an interview will be contacted.

Jessica Whitford, Managing Director
Toronto Dance Theatre
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Toronto, ON M4X 1B2