

Marketing Assistant

Job Summary:

The Marketing Assistant is responsible for assisting in the marketing efforts of the organization. They will be an integral part of the development and execution of marketing plans to reach targets from brand awareness to promotion.

Reports to: Chester Playhouse Executive Director and Marketing Manager

Member of: Marketing Team

Marketing Duties:

- Assist in daily marketing initiatives as follows:
 - Promote Chester Playhouse events and engage with community members through company social media accounts (Facebook, and Instagram).
 - Design and create promotional materials such as posters, flyers, paper ads and online content, including video.
 - Write marketing and communications material for various platforms such as social media, press releases, newsletters, brochures, programs and website material.
 - Collaborate with the team and generate ideas that will improve the organization.
 - Assist in website development and social media advertising.
- Collect information and report events in the community and nearby.
- Conduct a weekly social media audit.
- Distribute posters to nearby locations.
- Maintain a filing system (physical and electronic files).

Qualifications (preferred)

- Interest in or experience using digital design software (such as Canva or Photoshop).
- Familiar with using social media publishing features.
- Experience using an email marketing system such as Mailchimp.
- Experience using computer software including Google Suite, MS Office, and Adobe.
- Experience using WordPress or other web design software would be considered an asset.
- Ability to use various office equipment and machines including personal computers, photocopiers, printers, etc.

Desired Applicant:

- Passionate about marketing, event promotion, live performances and creative arts.
- An energetic and creative team player.
- Organized & has strong time management skills.
- Strong attention to detail and good analytical skills.
- Willing to work flexibly, both independently and as part of a team.

Possible Learning Opportunities:

- Gain insight into the workings of a performing arts facility.
- Experience working with artists, producers, committees, board, and sponsors.
- Experience working with contracts and other restrictions that directly affect marketing communications.

Other Requirements:

- Transportation to and from work.
- Ability to work flexibly.

Term: 8 weeks (or the equivalent), within the following date range June 29, 2026 - Aug 21, 2026 (These dates may be flexible)

You will usually be working a flexible 35-hour work week for 8 weeks, or the equivalent hours over a longer term (to be negotiated). Normal working hours will be specified in advance by the Executive Director. Any extra hours are to be agreed upon with the Executive Director. This Job Description outlines the duties required in this role to indicate the level of responsibility. The list of duties may vary from time to time.

Salary: \$20/hour

Candidate: This position is funded through the Canada Summer Jobs program, and is thus open to candidates aged 15 – 30, 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 job, and be legally entitled to work in Canada.

The Chester Playhouse is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply. If accommodation is needed to participate in the job application process, candidates will be welcomed and encouraged to contact us for assistance.

Work Environment:

The primary work environment for this position will be an office setting. We are willing to consider a hybrid/remote work setting for the right candidate.

How to Apply:

Please send a cover letter describing why you are interested in this position and any related work experience, to info@chesterplayhouse.ca. Please include a resume, if you have one.

Deadline to apply: May 4 2026

<https://chesterplayhouse.ca/wp-content/uploads/2026/04/Marketing-Assistant-2.pdf>