

The Canadian Academy seeks a Marketing Assistant (Six-week Contract)

The Academy of Canadian Cinema & Television is the largest non-profit professional arts organization in Canada. We are dedicated to recognizing, advocating for and celebrating Canadian talent in the film, television, and digital media sectors. Our more than 4,500 members encompass industry icons and professionals, emerging artists and students. Collectively, we deliver professional development programs and networking opportunities that foster industry growth, inclusion and mentorship.

In everything we do, we seek to foster a culture of work that is creative and entrepreneurial, but also grounded in a respect for processes and professionalism that ensures the integrity of our membership organization. As a growing organization, we are looking for team members who will bring an enthusiasm and growth mindset to their position.

The Canadian Academy is seeking a Marketing Assistant with strong writing and organizational skills and a high attention to detail. The Assistant will work closely with Academy Communications team and will be primarily responsible for providing support in the creation of promotional materials, research, web support and social media.

Specific responsibilities will include:

- Posting daily on our brands' social media accounts and partaking in community engagement and management
- Gathering social media statistics
- Researching hashtags and handles for CSW nominees
- Assisting with media monitoring and tracking
- Uploading and tagging photos and videos appropriately
- Creating eBlasts and webpages
- Website data entry and website updates, maintenance & support
- Providing well-rounded support to the Marketing and Communications team at all Canadian Screen Week events between March 19 - 29, including being an integral part of the social media coverage

Qualifications:

- Strong writing and proofreading skills and high attention to detail
- Strong organizational skills
- Ability to work independently as well as cooperatively in a team environment
- Ability to maintain confidentiality
- Knowledge of Canadian screen industry (including film, television, and digital media) an asset

ACADEMY

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- Computer skills:
 - Microsoft Office Suite / Google Drive Suite
 - Knowledge of Wordpress / HTML / CSS coding an asset
 - Knowledge of desktop publishing programs such as Adobe Photoshop, Illustrator, InDesign, Canva, Microsoft PowerPoint an asset
- Passion for social media, with knowledge of best practices and strategy
 - Experience with Buffer, hashtags, and analytics an asset
- University or college degree in the field of Communications and/or Marketing or similar area of study
- Bilingualism an asset

START DATE: February 2020

Office hours are Mondays to Fridays, 9:00 AM to 5:00 PM with overtime anticipated for this position

If you are interested in speaking with us about the position, please send your resume and cover letter to communications@academy.ca with the subject line, Academy Marketing Assistant

The Canadian Academy thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. The Canadian Academy is an equal opportunity employer.