

Communications Intern

LOCATION: SUDBURY, ONTARIO

FULL TIME, ONE YEAR CONTRACT

JOB SUMMARY

This an exciting learning opportunity for creatives interested in a very hands-on and multi-faceted position to learn and refine web marketing, social marketing, niche marketing- plus build upon creative design skills. The successful applicant will be an important player as the Indie team shifts further into in-house marketing asset design and website management. Sudbury Indie Cinema is looking for a creative individual to work with the Indie's team to implement these in-house tools to market and promote niche films to relevant audiences.

RESPONSIBILITIES

- Help in the development an in-house website for the organization
- Design a template for a monthly calendar advertising the cinema's daily film showings, rentals and events, and update the calendar on a monthly basis for circulation to the membership
- Update social media accounts to reflect monthly film programming
- Collaborate with Indie Cinema Management and staff to create targeted marketing campaigns that focus on bringing niche films to relevant communities, both local and non-local
- Perform outreach to various community members and organizations for the cinema's special events
- Running concessions, box office and booth
- Assist in coordinating and managing Indie Cinema's special and promotional events

REQUESTED PROFILE

- Excellent oral and written communication skills in English
- Skills or willingness to learn in public relations and marketing
- Interest in the arts sector and independent film
- Be creative and resourceful
- Flexible schedule - evenings and weekends

REQUIREMENTS

- Basic knowledge of major social media platforms
- Basic knowledge of website design and development
- Are new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
- Have not previously participated in a NOHFC-funded internship;
- Are at least 18 years of age; and
- Reside, and be legally entitled to work, in Canada.

SALARY

This full-time position is partially funded by the NOHFC's People and Talent Program. Deadline for applications is **Friday January 26, 2024**.

The position starts as soon as possible. Interviews will be held **January 29-31** in Sudbury.

Please email applications to: communications@SudburyIndieCinema.com

THIS OPPORTUNITY IS PROUDLY SUPPORTED BY



Eligibility requirements of the program can be found [here](#).