



Event Marketing Assistant

Tasks and Responsibilities:

The Event Marketing Assistant will work in a team-oriented environment assisting with the marketing, media development, and communications programs of the Mission Folk Music Festival Society. Specifically, the position will assist the Administrative Manager, Artistic Director, Volunteer Coordinator, and the Festival Communications team with their 2023 projects and programs that include working on the following:

- a) Support and assist the development of a marketing and media campaign designed to encourage community participation in the celebration and production of the 36th Annual Mission Folk Music Festival, its children's program, and music workshops;
- b) Write, edit, design, and distribute specific marketing materials designed for under-represented communities;
- c) Research and implement the translation of media and marketing collateral into languages of local communities;
- d) Assist with digitizing and cataloging existing Festival Society media: photographs, videos, collateral media pieces into a catalog system to support an anticipated online database;
- e) Ensure that social media platforms reflect the diversity and inclusion of MFMFS. Design images and products that are accessible and translatable.

For each of the positions:

Hourly wage rate: \$18.00

Number of weeks: 9

Number of hours per week: 30

Anticipated start date: June 5, 2023

To apply:

Please email your resume and cover letter to info@missionfolk.ca. Positions will remain open until filled.