

MARKETING & DESIGN COORDINATOR



JOB OVERVIEW

The Kamloops Film Society (KFS) is looking to hire a part-time (10-20 hrs per week depending on workload) ongoing Marketing and Design Coordinator. This will be a varied schedule position, with a combination of day shifts in the office, some evenings and weekends, and flexible time. This position will earn a wage of \$19.50/ hr.

The Marketing & Design Coordinator position is an exciting new role within the growing and evolving Kamloops Film Society. The successful candidate will work directly with the Executive Director to deliver the marketing plan of the KFS, including designing all society graphics, ads, signage, promotional material, etc. As well as consistently posting and engaging with the Society's social media channels.

For the ideal candidate, this is a position where they can have tremendous influence, elevating the KFS's reach and impact within the Kamloops community and beyond. We continue to depend on our staff to be a driving force behind our evolution. The successful candidate will be organized, a creative thinker, and deadline-driven, with an understanding of our diverse audiences and a passion for delivering impactful marketing and messaging.

RESPONSIBILITIES AND DUTIES

- Developing a marketing plan in conjunction with the Executive Director.
 - Scheduling and delivering that marketing plan throughout the year.
 - Conducting timely reviews of the yearly plan with the Executive Director
- Developing and nurturing partnerships with media organizations.
- Booking print and digital ads.
- Overseeing print content ordering.
- Ongoing posting on social media channels.
- Designing all content for the KFS including signage and documentation.
- Handling the logistics around printing, distribution, and storing of promo materials.
- Updating and managing the KFS website.
- Taking photos at special events and sharing them across the KFS's various channels.
- Other marketing and design-related tasks as needed.

QUALIFICATIONS

- Must be 19+
- Be legally allowed to work according to the relevant provincial/territorial legislation and regulations.
- Education: At least some post-secondary education required
 - Significant experience may be presented in lieu of formalized post-secondary education
- At least 3 years of marketing experience
- Graphic design experience – specifically with the Adobe Suite software
 - Design experience with other software and a willingness to be trained on Adobe software may be acceptable.
- Must have availability during the week and some evenings and weekends
- High-level organizational skills and attention to detail
- Preference will be given to candidates self-identifying in any of the groups below. Please indicate in your job application whether you identify as any of the following:
 - Indigenous
 - Visible minorities/racialized
 - LGBTQ2
- Love for films is also a desirable trait

Interested candidates are asked to send a cover letter and resume to dusan@thekfs.ca with "Marketing & Design Coordinator" in the subject line **by September 29, 2023**. A cover letter is **mandatory** for an application to be considered complete.

Only those shortlisted for an interview will be contacted.