



**THEATRE PUBLICIST**  
**Cowichan Theatre**  
**Arts & Culture Division**  
**Parks, Recreation, and Culture Department**  
**Cowichan Valley Regional District**  
**(Regular – Part-time)**

**INTERNAL/EXTERNAL POSTING**

**Position:** The Arts & Culture Division is seeking a Theatre Publicist for a regular, part time position in the Cowichan Theatre, located at the Island Savings Centre. Reporting to the Manager, Arts & Culture Division and supervised by the Cowichan Theatre Programmer, the Theatre Publicist is responsible for the planning, organization and operation of general and specific advertising and promotion campaigns for the Cowichan Theatre and its programmes and activities. Duties include the execution of specific administration duties for the Cowichan Theatre, within the framework of the policies laid down by the Cowichan Theatre, Arts and Culture Division (ACD) and Cowichan Valley Regional District (CVRD).

**Qualifications:** A diploma from a community college in a related field or a Bachelor of Arts Diploma; a minimum 2 years field experience in arts marketing and promotion; knowledge of and interest in the arts and theatre operations; demonstrated knowledge of computer hardware and software related to theatre operations, including desktop publishing/graphic design and advertising layout, i.e. Adobe PageMaker, Adobe Photoshop, Adobe Illustrator, PDF Files, FTP Site Management. The incumbent must possess a valid B.C. driver's license, a current Level 1 First Aid certificate.

**Hours of Work:** This position works a minimum of 21 hours per week. Due to the nature of the position it will be necessary to work a variety of shifts including nights and weekends.

**Salary:** This regular, part-time unionized position (IATSE Local 168) is compensated at \$22.03 per hour. The position comes with a complete and comprehensive benefit package.

**Applications:** Qualified applicants are invited to submit a letter of application and resume, in confidence, clearly quoting **Competition ISC703-I/E** by 4:30 p.m. on July 2, 2009 to the Human Resources Department at [hr@cvrld.bc.ca](mailto:hr@cvrld.bc.ca), or to 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax to 746-2522.

For a complete job description, contact the Human Resources Department at [hr@cvrld.bc.ca](mailto:hr@cvrld.bc.ca) or 746-2521.

Date of Posting: June 18, 2009