



Event/Marketing/Box Office Assistant

The deCoste Centre for Arts & Creativity, a thriving year-round arts organization celebrating its 43rd year of presenting diverse shows and events, seeks a dynamic individual to join our team for an 8-week position as an Event/Marketing & Box Office Assistant. Our commitment is to deliver a wide range of cultural experiences to the residents of Central Nova Scotia in an accessible, affordable, and inclusive manner, making a significant social and economic impact on Pictou County and surrounding communities within a 100 km radius.

Responsibilities: The successful candidate will contribute to the day-to-day operations of our performing arts centre. Key responsibilities include customer relations, ticket sales, database development, marketing and promotions, performer liaison, and the distribution and development of promotional materials. Training for our systems will be provided. The role also involves general facility upkeep, which may require some heavy lifting and physical labour.

Qualifications:

- Good knowledge of local tourism operations.
- Strong customer service, communications and organizational skills.
- Ability to prioritize tasks and work effectively in a team.
- Familiarity with computers and social media platforms.

Requirements:

- Flexible availability, including some evenings and weekends.
- Access to a vehicle.

Remuneration: Hourly wage: \$16.00

To Apply: To be considered for this employment opportunity, please submit a resume and cover letter to jennifer@decostecentre.ca or drop it off at 99 Water Street, Pictou, NS B0K 1H0. Alternatively, you can mail it to deCoste Centre, Attn: Jennifer MacLennan, P.O. Box 39, Pictou, NS B0K 1H0.

Application Deadline: April 25, 2025

Note:

- Only successful candidates will be contacted for an interview (date to be determined).
- The length of the position will be for one 8-week position, ideally beginning May 4.

Join us in bringing the arts to life and making a lasting impact on our community. We look forward to welcoming passionate and dedicated individuals to our team.