



Job Posting: Marketing & Outreach Intern

Location: Toronto, ON

Type: Full-time Summer Paid Placement

Reports to: Administrative Manager

Salary: \$13.50 /hour

Term: July 4th to August 27th, 2016 (35 hours per week)

Submission Deadline: Thursday, June 30th, 2016, by 5 pm.

Tapestry is Canada's creative and disruptive force in today's renaissance of opera. From our home in Toronto, we incubate and launch contemporary works with stories penned by such luminaries as Anne Marie MacDonald, Colleen Murphy, and Alex Poch-Goldin and music by great composers like Nic Gotham, Andrew Staniland, and Omar Daniel. We have turned the traditional opera paradigm of tuxes and gowns on its head in favor of creative venues packed with diverse audiences looking for opera and music theatre experiences to call their own!

We are looking for a talented and enthusiastic Summer Student to join our team. The Marketing and Outreach Intern will play a key role in helping to run Tapestry's two summer programs: Youth Inside Opera and the Composer Librettist Laboratory (LibLab). Over 8 weeks, you will have the while assisting our team of arts managers and artists.

Things you will do:

- Assist in the planning and execution of Tapestry's Youth Inside Opera community educational program.
- Assist with event preparation.
- Work with program director to coordinate required office support for the program.
- Assist with social media updates on Facebook and Twitter.
- Research new social media tools, and experiment with new social media outreach initiatives.
- Assist in the planning and day-to-day organization of an intensive new work creation program (LibLab).
- Assist in the planning and execution of other outreach activities as applicable.
- Take part as front-line staff for Tapestry programs and special events.
- Assist in office organizational tasks including filing and paperwork.
- Assist with organization and cataloguing of archival promotion and publicity material.
- Assist with maintaining Tapestry's database.
- Other duties as assigned.

Things that matter to us:

- This position is for a student who will be continuing their education in the Fall of 2016. Students who have just graduated high school as well as post-secondary students will be considered.
- You are a highly motivated team player with a keen attention to detail and excellent organizational, time management, and problem-solving skills.
- You have a familiarity and ease working with Microsoft Office, Email, Internet
- You have a positive attitude and willingness to learn.
- You are a hands-on implementer with the ability to juggle multiple tasks in a fast-paced environment.
- You have an interest in, and understanding of, the arts.
- Preference will be given to those candidates who have event or program management experience
- You are looking for work you'll love. We do this because we are crazy passionate about it, and we like each other.

If this sounds like something that you could love, we'd like to hear from you.

Checklist: Please include as **one** complete pdf file, in this order:

- **Cover letter (hint, research the company) on why you'd like to work for Tapestry and why you think you'd make an excellent candidate for this role.**
- **Up-to-date resume.**

To be eligible, students must:

- Be between 15 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2; and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

For more information about program requirements and eligibility, visit
<http://www.servicecanada.gc.ca/eng/epb/yi/yep/programs/scpp.shtml>.

If you are invited for an interview, please be prepared to provide two references that we can contact by phone and/or email.

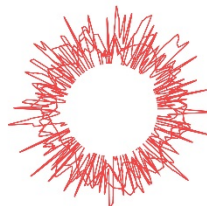
Email info@tapestryopera.com with your pdf attachment
and include **Marketing & Outreach Intern Position** in the subject line.

No phone calls please.

Tapestry Opera wishes to thank all those who apply, however, only those applicants selected for an interview will be contacted. Tapestry Opera is an equal-opportunity employer.

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We look forward to meeting you!



**TAPESTRY
OPERA**