

# MOCEAN DANCE

## Communications and Administrative Assistant

**Deadline to apply:** July 13, 2020

The Communications and Administrative Assistant will work closely with the Administrative Associate to support day-to-day operations and communications/marketing planning for our season programming. Mocean values candidates who look forward to taking on an active role with increasing responsibilities as the term goes on, are excited to learn on the job, and have a passion for the arts sector.

### **Duties & Responsibilities:**

- Creating content for our social media platforms
- Updating the mocean website
- Assisting in our database entry & system transfer
- Updating marketing materials for our 19th season
- Assisting with office administration and facility management

The ideal candidate should possess education or relevant experience in public relations, marketing, non-profit sector or arts administration.

### **Other Requirements include:**

- Experience with content creation, social media and website management
- Excellent verbal & written communication skills
- Good working knowledge of Microsoft & Google Suite
- Interest in working in the nonprofit cultural sector
- Desire to excel in arts sector and gain tangible operations experience

Experience with Keela, Sumac (or other database management tool), knowledge and experience in contemporary dance, inclusion and diversity training, knowledge of both written and spoken French are also considered assets.

### **Benefits to the Candidate:**

- Creative job experience in the cultural sector
- Knowledge of office operations and database systems
- Enhanced problem-solving skills

**We welcome and strongly encourage people from marginalized communities and intersecting identities to apply. This includes Indigenous people, LGBTQ+ & Two-Spirit people, Black people and people of colour.**

**Eligibility:** This position is made possible via the Canada Summer Jobs Program. To qualify for this position candidates must be between the ages of 15 and 30 at the start of employment, be a permanent resident of Canada and legally entitled to work in Nova Scotia.

**The work will take place at the Mocean office with the possibility of working from home - subject to ongoing COVID health and safety guidelines. The candidate will need to have access to a computer and internet connection.**

To apply please send a resume and cover letter to Deanna Johnston, Administrative Associate, Mocean Dance. Email: [office@moceandance.com](mailto:office@moceandance.com)

**Position Details:**

- 30 hr/week at \$15/hour , for 8 weeks
- Dates: July 20 - September 11, 2020
- This position is based in Halifax, Nova Scotia.

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**ABOUT MOCEAN DANCE**

Mocean Dance is an award-winning contemporary dance company based in k'jipuktuk/Halifax, Nova Scotia. Led by Co-Artistic Directors Susanne Chui and Sara Coffin, Mocean commissions Canadian and international choreographers to create dance that is highly physical, collaborative, and technically and emotionally rich. Recognized nationally as a leading dance company from the Atlantic region, the company was honoured with The Lieutenant Governor of Nova Scotia Masterworks Art Award in 2016 for Canvas 5 x 5, which was the first time this esteemed provincial award was given to a Nova Scotia dance work. Founded in 2001 by Carolle Crooks Fernando, Sarah Rozee, Sara Harrigan, Alicia Orr MacDonald, and Lisa Phinney Langley, and a resident company of Halifax Dance since 2002, Mocean is committed to its home base in Nova Scotia, contributing to the province's dance and arts community by providing opportunities for creation, performance, collaboration, development and education. [www.moceandance.com](http://www.moceandance.com)

*Mocean Dance creates, collaborates, and performs in Mi'kma'ki, the ancestral home and unceded territory of the Mi'kmaq people. We have gratitude for this land, and respect and appreciation for its many generations of caretakers. As an organization, we commit to learning what it means to be Treaty People who move forward together in peace and friendship.*

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