

## Social Media Coordinator – Young Canada Works

DEADLINE: **August 1, 2025**

Kay Meek Arts Centre is a performing arts venue in the heart of West Vancouver. Every year KMAC presents a season of more than 80 concerts, plays, dance performances, films, speakers and other special events in the 500-seat Mainstage Theatre and the intimate McEwen Studio Theatre. When not being used for its own presentations, the Kay Meek Arts Centre facilities are available for rental to arts and community groups, including West Vancouver School District (SD45). The combination of hosted, rental and SD45 shows means the facility presents more than 300 performances every year.

The values of the Kay Meek Arts Centre are *Learning, Leading, Welcoming and Engaging*. We value diverse perspectives, experiences and cultures and are committed to inclusivity in our workplace.

WEBSITE: <https://kaymeek.com/>

### Job Description:

Kay Meek Arts Centre is seeking a Social Media Coordinator to play a key role in the marketing strategy across all channels and platforms. The candidate should have exceptional communication and organizational skills with an interest in creative storytelling, performing and visual arts, social media, digital marketing, and public relations. The key objective of the role is to enhance Kay Meek's diverse presenting season, develop audience engagement through social media, email campaigns, and websites to build awareness of the Centre's cultural programming and profile in the region.

The position requires the development, implementation, and management of social media strategy in cooperation with the Marketing and Programming team. The position is responsible for developing our online presence, monitoring digital response and engagement, and conveying any sales leads or interest back to the team. It also requires coordinating and editing image and video production and engaging with followers and artists as a representative of the centre.

This is a part-time internship requiring approximately 20 hours per week from **Sept 22, 2025, to March 31, 2026**. There is an opportunity for some remote work. Some evenings and weekends may be required to attend live events.



**Responsibilities:**

The Social Media Coordinator is responsible for creating and publishing content on KMAC's social media platforms with the primary goals of growing an audience, building awareness for the Centre and boosting sales of KMAC presentations. Reporting to the Marketing Manager and the Executive Director and working collaboratively with the Marketing and Programming teams, the Social Media Coordinator is responsible for:

- Generating content and boosting visibility on Kay Meek's social media accounts: Instagram, Facebook and LinkedIn
- Setting goals, tracking and analyzing traffic metrics and making suggestions to boost web presence and ticket sales
- Maintaining a social media content planning calendar, including scheduling posts and managing digital engagement such as comments and feedback
- Generating video content with creative direction from the team

**Qualifications:**

- Post-Secondary degree or certificate in marketing, communications, social media, media studies or a related field
- Strong verbal and written communication skills
- Prefer two years' experience in digital marketing and content generation within the performing arts sector
- Ability to create content and captioning for social media
- Proficiency with using Adobe Photoshop, Canva and Lightroom is an asset.
- A demonstrated ability to work independently as well as collaboratively
- Interest in the performing arts
- You must be under 31 years old to qualify for any Young Canada Works internship

**How to Apply:**

Please submit a brief cover letter and CV by email only to: [Melissa@kaymeek.com](mailto:Melissa@kaymeek.com)

\* Please note the position title in the subject line.

While we thank all candidates for their interest in this position, only those short-listed will be contacted.

**Remuneration:** \$21 per hour

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