



Montreal Alouettes

POSITION: Marketing Coordinator: Projects and Production

LOCATION: *Montreal (downtown)*

Employment status: Permanent / Full-time

Primary concentration: Marketing and events

Minimum education: Bachelor's degree

Salary: To be discussed

Application deadline: April 1st, 2017

SUMMARY:

Reporting to the Marketing Supervisor: Projects and Production, the mandate of the Marketing Coordinator: Projects and Production is to participate in the production of the organization's marketing communication campaigns with the goal of attaining the organization's objectives. The individual will also participate in the production of various projects (events and others), the collection and analysis of campaign results and support the supervisor of this department in the completion of daily tasks.

SPECIFIC RESPONSIBILITIES:

- Coordination and support of production projects: planning, managing players, scheduling the technical team, travel reservations, following the budget, timelines, etc.;



- Helping the Marketing – Communications team to execute events and projects;
- Researching photos, videos, stories; proofreading; and other pertinent information to help with project execution;
- Distribution coordination and follow-up of the team's external advertising with the media;
- Participate in the preparation, implementation and execution of entertainment / animation in the stadium for home games during the season;
- All other tasks directly connected to the position.

REQUIREMENTS AND SKILLS

- One to two years' experience in a similar position;
- Bachelor's degree in marketing, or in communication, or relevant field / related experience;
- Good knowledge of the Als and Canadian football ;
- Good writing skills and perfect mastery of French and English (oral and written);
- Good knowledge of MS Office suite and social media;
- Extended availability: ex. presence required at all home games;
- Known for a sense of creativity, initiative and autonomy;
- Possess the qualities required to be able to work on several projects simultaneously;
- Good team spirit, flexible and concerned about client satisfaction;
- Organized, methodical, rigorous and responsible;



- Professional with high moral standards.

We offer a nice working environment, good working conditions, competitive compensation, and a complete range of benefits.

To apply for this position, please email your curriculum vitae no later than 5:00 p.m. on Friday, April 1st, 2017 to: reception@montrealalouettes.com.

Only candidates selected for an interview will be contacted.