

Position of Marketing & Publicity Manager

- Degree/Diploma, preferably in Arts Management
- Preferably possessing two years (2) work experience in a relevant field.
- Applicant should possess highly fluent verbal and written communication skills to assist with copywriting duties
- Computer skills and knowledge in programmes such as Microsoft Word and Excel are necessary.
- Knowledge and possession of software such as Photoshop, Illustrator, and video editing programmes are an advantage

Job Scope:

1. Update and manages media list, including liaising with monthly and online publications for T.H.E's in-house productions
2. Works with design team to plan and execute in-house production collaterals ! Executes production of in-house production collaterals, from printing to distribution
3. Assists to liaise with photographers and videographers for in-house productions, including managing images, videos, and trailers
4. Maintains company's online and social media platforms, such as company facebook [www. facebook.com/THEDanceCo](http://www.facebook.com/THEDanceCo) and company website www.the-dancecompany.com

Interested? Email your professional resume (including recent headshot) with two references to info@the-dancecompany.com. Please include your expected salary for our consideration. (Note that only shortlisted candidates will be notified.)