

## **Nightwood Theatre Contract Position: Digital Content Manager**

### **About Nightwood Theatre**

As Canada's preeminent feminist theatre, Nightwood cultivates, creates, and produces extraordinary theatre by women and gender-expansive artists, liberating futures, one room at a time. Founded in 1979, Nightwood Theatre has created, produced and toured award-winning plays that have garnered Dora Mavor Moore, Chalmers, Trillium and Governor General's awards. Nightwood is committed to creating spaces that are trans inclusive and that recognize a multitude of intersectional identities, which include race, ability, sexual orientation, age, and gender identity among others. We encourage candidates of numerous intersectionalities to apply.

### **The Position**

Nightwood Theatre is seeking a candidate to oversee our digital content. The ideal candidate is organized, with strong collaboration and interpersonal skills, and is motivated to produce and engage with the public via digital platforms. Hybrid work hours are flexible, including the monitoring of content and platforms on evenings and weekends, and occasional after hours attendance at events to capture digital content. This role reports to the Artistic Associate and Head of Communications, and the Artistic Director.

The Digital Content Manager shall reflect and uphold the mission and mandate of Nightwood Theatre in the activities that they undertake related to Nightwood Theatre. In this role they will oversee the:

- Creation of digital assets and the animation of Nightwood's social media platforms, including but not limited to Twitter/X, Facebook, Instagram, Bluesky, LinkedIn or other platforms as they become popular, where reasonable as agreed upon and within the scale of agreed upon weekly hours.
- Monitoring of social media platforms and reporting on observations, statistics and trends.
- Electronic newsletter communiqués, sent bi-weekly to a maximum of one per week.
- Other digital communication duties where reasonable as agreed upon and within the scale of agreed upon weekly hours.
- Communication with Nightwood personnel regarding digital content and other communications, regarding the above duties.
- Tracking of hours should they go over or under the agreed to total.

### **Summary**

**Job Start Date:** Immediate

**Job End Date:** July 05, 2026, with option to extend

**Application Deadline:** This posting will remain open until the position is filled.

**Hours & Compensation:** 15-hours of work per week, at a rate of \$25.00 (CAD) an hour.

This is a self-employed contract position.

### How to Apply

**Nightwood is dedicated to building an organization that reflects the community we serve. We particularly encourage applications from equity-seeking groups, prioritizing applications from trans and cis women, Two-Spirit, non-binary folks and anyone who self-identifies as having experienced gender oppression. Equity-seeking groups can include those who identify as Indigenous, Black, People of Colour, Trans, Nonbinary, Queer, Disabled and intersections of those identities. Nightwood Theatre is committed to building a more diverse workplace and encourages all qualified applicants to apply.**

Qualified applicants must submit a letter of interest and resume to Naz Afsahi-LeBlanc [naz@nightwoodtheatre.net](mailto:naz@nightwoodtheatre.net) with the subject line “**Digital Content Manager**”. We will be accepting applications and reviewing them on an ongoing basis until January 23, 2026, at 11:59 pm.

For any questions regarding this position, please contact Jade Silman, Artistic Associate and Head of Communications [jade@nightwoodtheatre.net](mailto:jade@nightwoodtheatre.net)

Applicants can leave a voice message to inquire about alternative methods of submission. Please contact Naz at: 416-944-1740 x 101.

We thank everyone who applies for their interest, but only candidates selected for an interview will be contacted.