

Assistant Communications and Multi Media Coordinator

120 hours fo 12 - 13 weeks, 2 times a week.

Versatilité Communications / BBM-C Marketing

Versatilité Communications is a production house founded by freelance TV host/reporter Malik Shaheed, who has worked at Metro 14 TV & MusiquePlus .Specializing in T.V. production, artist promotion and event marketing & production in the entertainment & cultural industry in Quebec and Canada.

The assistant communications coordinator will report to the general director and will be responsible for *assisting* in these following tasks:

- Video editing and filming.
- TV production assistant; research, bookings, on site assistant.
- Develop and implement the annual company communication plan.
- Prepare (proposals and press releases)
- Update the company website content, ensuring they are updated
- Maintain a media list on a regular basis.
- Develop relationships with mainstream media and specialized media.
- Write, edit, and send e-newsletters.
- Contribute to the development of communication strategies and public relations.
- Facilitate social networking.
- Be physically present at events organized by the company to film.
- Any other duties deemed necessary.

Profile :

- Ability to adapt and integrate into a team;
 - Versatility;
 - Sense of responsibility;
 - Knowledge of standard software;
 - Ability to organize;
 - Professional ethics;
 - Works well with InDesign, Photoshop, Wordpress and other “Backend” website functions.
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- Internal coordination is a significant day to day responsibility
 - Effective time management
 - Ability to communicate effectively
 - Ability to multitask

Commercial: The Vocalist Magazine

General description :

- Developing and maintaining relationships with clients
- Determine and solicit potential clients
- Present clients the possible advantages and descriptions of the possible advertising spaces available for a magazine.
- Establish, evaluate and negotiate pricing for the desired advertisement spaces.
- Stay in constant communication with the client (even after the contracts are signed) to ensure a superior customer service.
- Keep up to date on the realities of the business and on the countless opportunities in the advertising field.
- Organise and work with a team on promotional events.
- Be creative and innovative when approaching business development and new clients.

Description of tasks (for example):

- Contacting customers;;
- Negotiation of price, quantity, etc.;
- Sales Agreement;
- Commercial monitoring;
- Representation.

Profile (for example):

- Being able to develop and maintain knowledge of products and services.
- Being able to anticipate the needs of potential customers;
- Present persuasive arguments;
- Applying professional ethics.

