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To apply, send your resume to  
[info@livebaittheatre.com](mailto:info@livebaittheatre.com)

(506) 536-2248

## **Digital Manager and Administrator - Job Description**

The Digital Manager and Administrator will:

- Manage content for all of Live Bait Theatre's online digital platforms, including website and social media;
- Work with Live Bait on creating digital content, including creating digital versions of live performances;
- Work with Live Bait to increase the company's capacity to do interactive live performances, including performances that will tour virtually to schools;
- Help Live Bait increase the organization's overall digital proficiency and capacity.

In addition, the Digital Manager and Administrator will perform some administrative duties such as managing databases, assisting with writing and tracking grant applications, assisting with office management, assisting with project management (including using appropriate digital support tools), and other related duties as assigned.

**[www.livebaittheatre.com](http://www.livebaittheatre.com)**

This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.

For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernb.ca/DS4Y>