



## CONTENT MANAGER

APEX Adventure Plex is now hiring a fun, outgoing individual to oversee and continue to develop our concession and party catering services. Enjoy a positive working environment where we help create a safe and memorable experience for our guests.

### **APEX Active Entertainment Group**

Consisting of a vertically integrated group of companies, APEX includes both indoor entertainment centers and a full featured manufacturing division. Through our unique vertical approach, we are able to provide synergy throughout our facilities and maintain the ultimate customer experience.

Our premier active indoor entertainment center: APEX Adventure Plex boasts a 47,000 square foot facility with 32,000 square feet of recreational space and 10 private party rooms. The facility is five facilities in one, including: Trampoline Park, Bubble Soccer Arena, Parkour Studio, Bouldering Gym and American Ninja Warrior Gym. With a capacity of over 500 people, APEX Richmond is one of the largest facilities of its kind.

Canada Trampoline Manufacturers, located in Regina, SK – builds world class recreational equipment for professional athletes, gymnastic clubs, parade floats and performance centers. Focusing on bespoke custom projects, Canada Trampoline Manufacturers has recently branched out, providing all of the equipment for APEX Adventure Plex Richmond.

Saskatchewan based young entrepreneurial owners and founders of APEX, Luke Shaheen (27yrs) and Armand Konecni-Luzny (27yrs), have successfully launched the APEX Active Entertainment Group in three years. With over 80 staff and growing – APEX is searching for key individuals to help grow the APEX Family.

### **New Career Opportunity**

This marketing position provides assistance to the Marketing Department under the direction of the Marketing Manager to support with projects related to graphic design, social media, public relations, new product and new area launches, and overall department administration. This is a fantastic opportunity for someone who is growing their experience in Marketing and is looking for a varied position with a dynamic and exciting team within a growing company.

The successful candidate will become a critical link in a rapidly growing-Canadian company. Opportunity exists for continuous training and development as well as advancement within the company. The position will be based out of our Richmond location. Applicants must be legally eligible to work in Canada. Applications will not be accepted in person.

Please apply online: <http://apexadventureplex.com/richmond/join-the-family/>

**Full Position Overview on the Following Page**

## Content Manager

### Position Overview

#### Roles & Responsibilities

- Organize photoshoots with photographers and videographers
- Create enough content material to post on APEX's Facebook and Instagram accounts at least once daily
- Edit content
- Schedule posts that correlate with each location's unique marketing calendar
- Create and maintain influencer list for regular, paid and unpaid reposting
- Create and maintain organization list for regular, paid and unpaid reposting
- Coordinate influencer and organization reposts
- Create content for emails
- Create content for website
- Track and reconcile marketing expenses
- Create internal and external traditional and digital marketing materials - pamphlets, posters, brochures, email graphics, website graphics
- Manage, populate, curate and maintain content for company accounts on Facebook, Instagram, WeChat, Snapchat and other social media platforms
- Experience with social media and online marketing, including familiarity with search engine optimization and online advertising an asset
- Inform and liaise with marketing agencies about upcoming campaigns, website activity and overall marketing initiatives

#### Skills Required

- Excellent written and spoken English
- Strong proof reading abilities
- Advanced knowledge of Microsoft Office (including Word, Excel, PowerPoint)
- Ability to multitask and demonstrate excellent time management
- Superior interpersonal skills
- Detail-oriented
- Strong graphic design background a must
- Advanced knowledge of Adobe Illustrator and/or Photoshop
- Experience executing email marketing campaigns and using related software
- Experience using Google Analytics, Asana, Square Space, Wordpress preferred
- Willingness to learn and expand skills and knowledge

#### Experience Required

- Diploma, degree or proven excellence in marketing
- 2-3 years' experience in marketing, graphics design or print media

#### Benefits

- Health benefits & group insurance
- Bi-annual performance reviews
- Discounted/free park admission

**Salary Bracket: \$35k-\$45k/year**

Applicants must be legally eligible to work in Canada. The successful applicant will have at least 2 years of marketing, graphic design or print experience. Applications will not be accepted in person. Please apply online:

<http://ApexAdventurePlex.com/Richmond/Join-The-Family/>