

Marketing Assistant: part-time, year-round

Reporting to: Marketing and Communications Director

Their primary focus is to support marketing & sales strategies and tactics by managing ongoing tasks and projects.

Marketing Assistant Job Description

Main Duties

- Write and send bulk emails
- Order print materials
- Data Management
- Create content and post on Social Media platforms
- Support the marketing department through archiving creative materials, fielding requests for creative assets, and working with other departments on communications needs.
- Contacting groups for potential group sales
- Participate in “Full Company” projects, work calls, meetings, and events
- Potentially, also, photography editing, layout of print materials, and some design work
- Other duties as assigned

Essential Qualifications

- A positive attitude with excellent self-motivation and ability to work on your own initiative and collaboratively, and an aptitude for self-learning
- Proven ability and desire to work as part of a team
- Ability to cold call and cold email organizations
- Basic email platform skills
- Excellent organization and planning skills with the ability to work flexibly, and to prioritize and to meet deadlines
- Proficient in or ability to learn: CRM platform, google workspace, social media platforms

Desirable Qualifications

- Previous experience of marketing, preferable in the arts industry;
- Experience with the following are a plus: Adobe Creative Suites

- Experience with photography and videography

Working Conditions:

- A desk is provided with a computer and access to printers, a copier, and Wi-Fi enabled internet.
- The work environment is mainly the office on the fourth floor, which is temperature controlled and accessible by stairs and an elevator

Physical Requirements:

- Ability to look at electronic screens for extended periods of time.