

HIRING: Marketing Assistant at Reynolds Performance Hall

The Marketing Assistant, who must be a currently enrolled student, works primarily with the Director of Marketing and Finance, but is also a part of the Reynolds front-of-house staff at all Public Appearances performances. The 2016-2017 schedule will be announced May 11, and other work can be done as fits into the student's schedule during the fall and spring semesters. Summer work needed if the employee is available.

Pay: \$8.50/hour

Duties include:

Working with front-of-house staff at all Reynolds performances (15-20 per school year)

Distribution of marketing materials around Conway and campus

Creating content for and updating social media accounts, specifically Facebook, Twitter and Instagram

Taking photos at events and artist "meet and greets"

Creating and distributing donor and subscriber thank you gifts

Ideal candidate would demonstrate:

Excellent writing skills

Social media proficiency

Timeliness and responsibility

An enthusiasm for the performing arts

Friendly demeanor

Graphic design experience a bonus, but not required

We have internationally-renowned acts in the Hall throughout the year, and you can be an important part of our team! Positions like this look good on a resume and offer real-world experience that can transfer to future positions in marketing, communications, and arts management. A motivated student could turn this position into an amazing experience, and the supervisor is very willing to create opportunities for this position based on their skill and aptitude. To apply, please send a brief introduction and resume to Julia Dossett Morgan at jmorgan@uca.edu. Applications due by April 15.