

Position Announcement

Lead Creative Marketing Assistant

Do you find yourself creating catchy campaign slogans? Do you want to help build the school spirit of one of the finest performing art institutions in the Midwest? Are you fascinated with trends in the music or theatre industry? Apply for the Lead Creative Marketing Assistant position at UIC School of Theatre & Music.

Duties:

- Help to brainstorm and execute branded content relating to our programs
- Develop copy to promote concerts and events
- Assist with management & creation of social media content
- Maintain press clip, photo and marketing archives
- Manage distribution of promotional materials
- Work front-of-house at concerts and special events
- Attend campus and community events to promote UIC School of Theatre & Music
- Some evening and weekend availability required, depending on events schedule

Required Qualifications:

- UIC Federal Work Study awarded student
- Excellent written and oral communication skills
- Ability to multi-task and detail oriented
- Able to work independently.
- Willing to commit to 4-8 hours per week each semester

Preferred Qualifications:

- Familiarity with/ interest in social media marketing across multiple platforms
- Experience in communication, advertising, marketing, promotions, or media
- Knowledge of/ enthusiasm for the arts
- Photo or video editing skills a plus

Salary:

\$10.20/hour

Position will remain open until filled.

For full consideration, please submit a cover letter and resume to gduart3@uic.edu. For more information, contact Guillermo Duarte, Music Programs Manager, at the email address listed.

