

## Position Announcement

### Lead Creative

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 music or the theatre industry? Apply for the Lead Creative 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.
- 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 (if not for college credit).
- Excellent written and oral communication skills.
- Ability to multi-task and detail oriented.
- Able to work independently.
- Willing to commit to 8-10 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:** Position may be offered as an unpaid internship for college credit or as a Federal Work Study position at \$11/hour.

Position will remain open until filled.

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

