

Position Announcement

Student Marketing Assistant

Part time position(s) available for fall and spring semesters only

The UIC School of Theatre & Music is seeking an energetic and creative Marketing Assistant to support efforts to increase awareness and visibility for the organization and its events.

Duties:

Assist with management of social media content

Help to brainstorm and execute branded content relating to our programs

Maintain press clip, photo and marketing archives

Manage distribution of promotional materials

Work front-of-house at concerts and special events

Help to document performances

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

Detail oriented and ability to multi-task

Able to work independently

Willing to commit to 4-10 hours per week each semester

Preferred Qualifications:

Familiarity with/ interest in social media marketing across multiple platforms

Experience in sales, 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 \$8.77/hour.

Position will remain open until filled.

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

