



## MARKETING ASSISTANT JOB DESCRIPTION

### JOB POSTING

Part time (3-4 days a week), schedule to be established with Communications Manager and Executive Director. Must be willing to work occasional evenings and weekends. Reports to the Communications Manager.

### POSITION SUMMARY

The Marketing Assistant represents the Museum to its community, creates a positive experience for members, visitors and volunteers alike, and builds a reputation for excellence for the Museum.

### DUTIES

#### **General**

Tell the Museum's story, comprehend its mission, participate in programs and events, and make connections with the Museum's community in coordination with Communications Manager. Become familiar with the interests, histories and demographic profiles of the Museum's community

#### **Social Media**

Maintain and update the Museum's website, Facebook, Twitter, Instagram, etc. including events calendars. Assist to create monthly e-newsletters and weekly program e-mails. Develop press releases and/or work with volunteers to develop press releases promoting the Museum and its events

#### **Program and Operations Support**

Collaborate with Museum staff on all communications for programs, events, and the Museum store

### EDUCATION REQUIREMENTS:

Work experience and some college education or a full bachelor's degree

### EXPERIENCE REQUIREMENTS:

Social media and communications/marketing experience. Strong organizational skills. Superb oral and written communication skills. Computer skills, including MS Office Suite and website software

### SUCCESS FACTORS

Ability to work well with others, multitask, and handle a variety of projects gracefully is essential. Customer service orientation and interpersonal skills, treating all others with respect and courtesy. "Get it done" personality - self-motivated, takes initiative, follows through, shares credit and takes responsibility for actions. Effective problem solver and attention to detail and excellent work products

To apply: Email resume and cover letter to [hire@samac.org](mailto:hire@samac.org) Please, no phone calls.