



# THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts - a 501(c)(3) nonprofit arts organization - has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center completed a major renovation of its multi-use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 90-seat black box theater.

**TITLE:** Marketing Assistant

**REPORTS TO:** Marketing Manager

## **JOB PURPOSE**

The Center for the Arts seeks a Marketing Assistant that will be able to complete a broad variety of administrative tasks and support the marketing team. Reporting to the Marketing Manager, the Marketing Assistant will manage and facilitate the marketing team strategic planning as well as roll out procedures.

Candidates should note this role includes copywriting and editing for newsletters, magazines and press releases. This role will also include managing social media calendars and ensuring posts are done according to the schedule. Qualified applicants should be detail-oriented and be passionate about project management within the marketing and communications field.

## **DUTIES and RESPONSIBILITIES:**

- Facilitate Marketing Team projects
- Assist the Marketing Manager with scheduling and clerical duties.
- Review and prepare e-newsletters and other communications
- Execute social media engagement strategies and best practices.
- Other office duties as assigned.

## **QUALIFICATIONS:**

- Outstanding copy editing skills.
- Outstanding written and verbal communication skills required.
- Must be able to multitask.
- Knowledge and experience in social media management and public relations is a must.
- Full comprehension and use of Google Drive and basic computer use.
- Practical problem solving.
- The ability to use various software including Asana, PatronManager or Salesforce a plus.
- Ability to work collaboratively with a team and take direction as needed.



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- Ability to thrive and adapt in a fast-paced environment.
- Hardworking, creative, and professional, with unflinching attention to detail.

### **HOURS**

Part-time at 25-30 hours per week with potential to increase hours as needed.

### **TO APPLY**

Email cover letter and resume to [hr@thecenterforthearts.org](mailto:hr@thecenterforthearts.org).