

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 recently 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 507 guests in configurable theater seats and up to 750 patrons for dance shows.

**Title:** Marketing Assistant

**Reports to:** Marketing Manager

**Job Purpose**

This position is dedicated to furthering the reach and growth of our organization, by carrying out tasks and campaigns that support marketing efforts within all departments at The Center for the Arts, including Main Stage Programming, Youth Arts Education, and Visual Arts.

**Duties and Responsibilities:**

- Work with the Marketing Manager to create materials, announce events and promote programming.
- Create and manage workflow tasks on the Asana task platform.
- Create press releases, submit to media outlets, and manage community calendars.
- Prepare online emails and proofread any outgoing communications.
- Update content and post events on the website.
- Social media content creation and posting.

**Qualifications:**

- Outstanding written and verbal communication skills required.
- Must be able to multitask and work under deadlines.
- Full comprehension and use of Google Drive, Google Docs/ Sheets, and basic computer use.
- Basic understanding of Asana or other project management tools.
- Must be proficient in Wordpress and Meta platforms (Instagram, Facebook).
- Ability to work with volunteers and within an open/shared office space.
- Ability to use design software (Adobe Creative Suite) is a plus.

**Hours**

Part Time - Approximately 20-30 hours per week, depending on skill set.

Compensation will be hourly (non-exempt), \$22-\$30/hour commensurate with experience.

**TO APPLY**

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