

## **PART-TIME MARKETING ASSISTANT**

Dancewave seeks a Part-time Marketing Assistant who can assist the Marketing and Executive Director to formalize, plan, prioritize and build marketing activities such as social media management, press and listings as well as writing press releases and blog entries. This is an excellent growth opportunity for an emerging career professional to gain hands on experience in a non-profit arts organization.

### **Responsibilities include, but are not limited to:**

- Create and manage social media calendar and blog posts
- Maintain current knowledge of social media trends and best practices
- Ability to be present and post live from Dancewave events
- Manage website and social media analytics
- Website maintenance and updates
- Conduct research to encourage partnerships & to grow brand awareness
- Assist with PR initiatives, communication, and archives
- Coordinate with education, development, and events departments

### **Key Attributes:**

- Superb written and verbal communicator.
- Entrepreneurial self-starter with ability to work independently and as part of a team.
- High energy, maturity and able to position communications discussions at both the strategic and tactical levels.
- Commitment to establishing departmental structures that increase marketing effectiveness.
- Resourceful team player with integrity, good humor and level head.
- Exceptional attention to detail and deadlines and results-oriented.
- Graphic design skills to create/edit minor marketing collaterals such as postcards, flyers etc. is a major plus

1-2 years of experience in a similar position a plus.

Experience as a dancer or dance educator preferred.

To apply, please email a cover letter, resume, and writing sample to [jen@dancewave.org](mailto:jen@dancewave.org).