



Marketing Assistant [Part-Time]

Broadway Theatre League of Utica is growing. The 66-year-old Non-Profit is hiring a Marketing Assistant who is motivated and will provide outstanding customer experience.

The ideal candidate for this position will be a self-starter who will work alongside the Marketing and Branding Director to complete projects. The role is primarily focused on marketing, graphic design, digital and community outreach. As an entry-level position, 3+ years of related experience and or education is ideal.

Projects include support with:

Roles and Responsibilities:

- Design assistance for marketing materials
- Social media management
- Website Updates
- Digital weekly/monthly newsletter management and creation
- Assistance with show marketing and community outreach
- Work with supporters and local advertisers

Qualifications

- Efficiency with Adobe Illustrator, InDesign, Photoshop (3+ years)
- Excellent communication skills, both written and verbal
- Time management and organization in order to meet deadlines
- Marketing/Advertising knowledge
- WordPress

Job Type:

Part time – Hourly – approx. 24+ hours per week

Pay Range:

\$18.00-\$20.00 per hour.

Benefits:

401(k) matching

Contingent on hours:

Eligible for Paid Vacation

Eligible for Paid Holidays

Eligible for Health Insurance

Contact: Carrie Lo Galbo-Klepadlo, Marketing – Carrie@broadwayutica.org – 315-624-9444

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