

JOB TITLE	UW World Series Marketing Assistant
DEPARTMENT NAME	UW World Series
JOB LOCATION	Meany Hall, Room M154
CONTACT/SUPERVISOR	Gretchen Douma, Director of Marketing and PR
PHONE NUMBER	206-685-0995 (Complete 10-digit number)
EMAIL ADDRESS	gdouma@u.washington.edu
BOX NUMBER	Box 351150
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [] Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [] Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$8.55-\$18.29 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Responsible For:

- Updating online arts calendars.
- Updating lobby displays.
- Distributing marketing materials on campus.
- Updating and maintaining artist files.
- Updating and maintaining press and marketing archives.

Assists With:

- Writing and distributing online press releases.
- Researching and tracking area arts organizations' activities & marketing initiatives.
- Brainstorming solutions to UW World Series marketing challenges.
- Networking with students, faculty, campus staff, plus UW World Series Board members, donors, and arts patrons.
- Staffing marketing tables at subscription renewal nights and other events TBD.
- Running errands for marketing and press relations purposes.

Minimum Qualifications:

- Excellent written and spoken English language skills. (You will be making phone calls and speaking to customers throughout the year.)
- Computer experience including use of Microsoft Office (Word, Access, Outlook, etc.) and familiarity with databases.
- Familiarity with online social networks (e.g., Facebook, Twitter, YouTube, My Space, etc.).
- Willingness to help whenever needed and a strong desire to be part of a team.
- The ability to lift at least 25 pounds (we load and unload a lot of boxes of supplies and materials).
- Patience, flexibility, and a sense of humor.
- A car and previous experience working for an arts organization are not required, but are both a plus

Educational Benefits:

- Excellent opportunity to learn the day-to-day business of marketing and public relations.
- A chance to meet internationally-known performing artists from around the world.
- The opportunity to be part of a small but dynamic team dedicated to bringing great performing arts to the Puget Sound community.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11UWOS03

JOB CATEGORY:

ARTS/MEDIA