OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Asst-Marketing and Philanthropy
Department Name	School of Music
Job Location	Music Building rooms 29, 109
Pay Rate	$10 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Cristi Benefield
Phone Number	206-543-1221
Email Address	cristi@uw.edu
Website	http://www.music.washington.edu/home/
Box Number	353450

Nature of Organization
The School of Music requires support in Public Relations and Philanthropy to develop both audience and donors. Work may require some hours outside 9-5 workday, and various other campus locations. Potential for two employees if needed.
Duties and Responsibilities
Coordinate mailings for various events. Assist with Public Relations (PR) tasks, such as submitting event details to local media web calendars of local publications. Assist with PR tasks related to SOM web communications vehicles, including managing event creation and updates of content to social media sites such as Facebook and managing updates to internal web calendars and event listings. Post flyers about concerts on SOM bulletin boards and selected UW sites. Special projects as needed: update mailing lists, databases, assist with donor events, file/archive materials.
Minimum Qualifications
Detail-oriented, conscientious, reliable; able to complete tasks on deadline is essential. Able to work independently. Writing and editing experience a plus. Communicate effectively with clientele via phone, email, etc.
Educational Benefits

Experience in marketing, public relations, event coordination and philanthropy/fundraising within the context of a multi-faceted arts organization. Experience in communications and advancement for Arts in higher education environment.
How to Apply
Email resume,cover letter: PR-Joanne DePue jdepue@uw.edu; Philanthropy-Cristi Benefield cristi@uw.ed

Job Number: MUSI09 | Job Class Code: 0875 | 51% Comp. To Classified: n | State | Closed