

Work Study Job Description

Job Title	Marketing and Development Assistant
Organization Name	Gallery Concerts
Job Location	Loyal Heights, North Beach
Address	8505 21st Ave NW Seattle WA 98117
Pay Rate	\$10.00 - \$10.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	George Bozarth
Phone Number	206 284-0111
Email Address	gbozarth@u.washington.edu
Website	http://www.galleryconcerts.org

Nature of Organization

A small non-profit chamber music series in Seattle, specializing in presenting Baroque, Classical and early Romantic music performed with historic instruments in an intimate, acoustically lively venue on Queen Anne Hill.

Duties and Responsibilities

You will work with the Artistic Director in marketing our concerts, distributing publicity in Seattle, developing broader and new audiences, establishing new press and community contacts, improving our website and social-media presence, and marketing to younger audiences. You will also run the box office for one of each pair of concerts.

Gallery Concerts' office is conveniently located on the #48 bus line, 20 minutes from campus (Crown Hill, north of Ballard).

Minimum Qualifications

A well-organized, personable self-starter who has knowledge of classical music, can speak and write well, and will take the success of our artistic endeavor as a personal goal. Access to a car will at times be necessary. The job is 10 hrs/week.

Educational Benefits

Experience with running a small arts non-profit, and the potential of a strong letter of recommendation that will help you get a job!

How to Apply

Send a letter of application and your c.v to George Bozarth, Artistic Director,
gcbozarth@gmail.com

Job Number: 75GALC03 | Category: Arts & Media | Program: Community Service - FED | Reimbursement
Rate: 75%