

Work Study Job Description

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| Job Title | Publications Specialist |
| Department Name | School of Drama |
| Job Location | Hutchinson Hall |
| Pay Rate | \$10 - \$12 |
| Employment Period | Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Terry Bleifuss |
| Phone Number | 206-685-0600 |
| Email Address | bleifuss@uw.edu |
| Website | http://depts.washington.edu/uwdrama/ |
| Box Number | 353950 |

Nature of Organization

COMMUNICATIONS OFFICE PRODUCTION ASSISTANT

Work with Marketing/Communications Specialist to create marketing, publication and public relations materials for the University of Washington School of Drama Communications Office.

Duties and Responsibilities

- Responsible for office administrative tasks such as database and filing systems maintenance, tracking and reporting metrics for newsletter/website.
- Occasional event support and other errands such as poster/program distribution.

Minimum Qualifications

- Basic skills in Adobe InDesign, Photoshop and/or Illustrator
- Ability to follow through and meet deadlines
- Working knowledge of all MS applications, particularly Word and Excel
- Writing /communications skills
- Understanding of office procedures and detail management
- Ability and willingness to run errands on campus and vicinity
- Enjoy working closely with others; enthusiastic and upbeat

Educational Benefits

- Excellent for students interested in communications, marketing, drama, design.
- Gain hands-on experience in e-newsletter planning and production.
- Participate in a professional office to gain communications, marketing and design experience.
- Collaborate with others on a small team in a deadline-sensitive environment.
- Enhance understanding of marketing/communications for theatre and education.

How to Apply

Must be work study confirmed. Submit interest statement & resume to Terry Bleifuss at bleifuss@uw.ed

Job Number: DRAM04 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:
Federal