

Promotional Assistant

MARKETING

Role: The Promotional Assistant will provide assistance to the Communications Coordinator helping to promote events within the School of Fine and Performing Arts (Departments of Dramatic Arts, Visual Arts and Music). There are more than 70 events in the Fall/Winter that this position will support.

Duties include:

- Maintaining databases;
- Uploading to dozens of websites
- Develop innovative promotional strategies;
- Proof read flyers and releases for any grammatical or spelling errors.
- Code and archive previous flyers, posters, news articles and other promotional materials
- Code and archive all photographs of previous productions, concerts, art galleries and other events onto a central database
- Update flyers and promotional materials with any changes to dates, times and locations.
- Resolve flyers and promotional material problems on a very tight schedule to make deadline.
- Post all SFPA events to over a dozen free websites and e-mailing several marketing administrators of radio stations and newspapers.
- Create detailed contact lists of all elementary schools, high schools, senior centers and any other potential patrons of the SFPA.
- Find suitable pictures that can be used in promotional materials for specific departments, specific events, or for the SFPA in general.
- Pick up posters, flyers and other print material from the print shop
- Advertise posters and flyers on Brock campus in order to retrieve a larger audience for all events.
- Coordinate event receptions such as SFPA Showcase and after a main stage production.
- Maintain the invitation list to Brock University SFPA special events
- Update and maintain the Marilyn I Walker School of Fine and Performing Arts website;
- Drafting press releases;

Start: 2010-09-08

End: 2011-04-16

Positions: 1

Job Type: Part-Time

Deadline: 2010-08-13

Salary: \$12.90/hour

Status: Available

Requirements

Qualifications:

- Writing/editing skills
- Excel
- Ability to work unsupervised
- Knowledge of Brock University
- Knowledge of St. Catharines area
- Having a car is an asset, but not necessary
- Preference given to students entering 3rd year or higher

Minimum Education: 3rd Year Student

Area of Study: Marketing, Promotion & Communication

Application: Cover Letter, Resume

Other: None

Contact

Submit your application to:

David Fancy
Dramatic Arts
Brock University
St. Catharines, Ontario
L2S 3A1

Email: dfancy@brocku.ca

Only successful applicants will be notified.