Job Title: **Marketing Administrative Assistant**
Schedule: 12-15 hours per week
Pay Rate: $15.59 per hour (effective 7/1/2019)

**DESCRIPTION**
The incumbent will assist the Associate Director of Marketing with various administrative tasks and marketing initiatives. The assistant’s primary responsibilities include: updating and maintaining marketing plans and ad schedules in Google Sheets to track expenses, campaign schedules, vendor acquisitions, and ticket sales; preparing expenditure request forms; managing the signage schedule and brochure rack displays; executing grass-roots marketing campaigns.

The assistant may also be asked to do the following as needed: proofread and edit ads and other promotional materials; copywriting; open creative jobs; correspond with agents to collect and organize marketing materials; video editing; simple photo editing.

The ideal candidate will have worked in an office environment utilizing Google Sheets and Google Docs for creating documents, has a sharp eye for detail and a passion for the performing arts. Writing experience a plus.

**REQUIREMENTS**
- Proficiency in Google Sheets and Google Docs (Excel and MS Word)
- Familiarity with Adobe Creative Suite
- Sensitivity in working with numbers
- Accuracy and careful attention to detail
- Strong analytical skills
- Must be highly organized and efficient
- Excellent grammar and creative writing skills
- High degree of organizational and time management skills; must be dependable
- Excellent email and verbal communication skills
- Enjoys researching a topic and problem solving
- Takes initiative and can work independently
- Ability to work with a diverse group of people
- Enrolled UC Berkeley student

**PREFERRED QUALIFICATIONS**
- An interest in the performing arts and/or marketing or a related field

**TO APPLY**
Send both a cover letter and resume to "rfostersmith@calperformances.org" and specify “Marketing Administrative Assistant” in the subject line of the email. Please state anticipated graduation date and work-study status.