

WE ARE HIRING!

JOB TITLE: Promotions Coordinator/General Office Staff (A Hybrid Position)

Location Ocean City Arts Center, 1735 Simpson Ave, Ocean City, NJ
Type Non-Exempt, Part-Time
Schedule 30 hours p/week, Monday-Friday, 3pm to 9pm
Pay Rate \$15-\$20 per hour dependent on skills and experience
Deadline to Apply Saturday, January 28, 2023

Promotions Coordinator (55%) completes tasks that supports Ocean City Arts Center's overall promotional initiatives. Responsibilities are as follows:

- Supporting the Executive Director in establishing a promotions plan, updating calendars, organizing and planning promotional materials and outreach.
- Communicating program/project deliverables, objectives and timelines to the staff with instructions for promotion or use
- Creating all promotional materials including, but not limited to brochures, fliers, registration packets, applications and various simple office forms.
- Coordinating and maintaining mailing lists and establishing contacts
- Maintaining an inventory of promotional and support materials making sure all are accurate and current while coordinating creation of new material as needed
- Continually seeking and researching new sources of prospective promotional outlets including free and paid advertisements.
- Handle all social media postings and website editing
- Responsible for taking event photographs including managing use and archiving of same.

General Office Duties (45%)

- Customer relations/correspondence, payment processing, data entry, phone calls, email correspondence, overseeing class attendance and scheduling. Must be organized, a team player, takes initiative and excellent interpersonal skills.

Education and Experience

Associate or Bachelor Degree preferred

Skills and Abilities

Must be proficient with Microsoft Office Suite: Word, Excel, Publisher and Access. Also experienced with Adobe Photoshop or other photo editing software. Graphic Design skills, a plus.

Opportunities

Free membership to Ocean City Arts Center and employee discount on class fees.

SEND RESUME TO: info@oceancityartscenter.org