

VOLUNTEER POSITION DESCRIPTION

Job Title	Love YA: Marketing Assistant
Department	Marketing
Positions Available	1
Position Description	<p>This position involves supporting the marketing department in the areas of administration and patron services, specifically linked to the implementation of the Love YA marketing campaign.</p> <ul style="list-style-type: none"> *reporting – ticketing, digital media, patron data *database updates *editing and publishing content on various digital platforms *box office support
Skills Required	<ul style="list-style-type: none"> *Organized with a strong attention to detail *Ability to multi-task and work in a team environment, as well as independently *IT proficiency (UPLIT works with various online systems including MS Office, Office 365, and online databases and record keeping)
Desired	<ul style="list-style-type: none"> *Experience working with Ferve ticketing *Experience in managing various social media platforms
Responsible to	Marketing Manager
Start Date	20 April
Finish Date	12 May
Daily Hours/Shifts	<p>Fri 20 April 9am – 1pm Fri 27 April 9am – 1pm Fri 4 May 9am – 1pm Fri 11 May 9am – 1pm Sat 12 May 9am – 5.30pm Fri 18 May 9am – 1pm</p> <p>Total – Approx. 35 hours</p>
Required post-event	Yes
Further information	