



SACRAMENTO THEATRE COMPANY

Communications Assistant

Position Identification

Position Title: Communications Assistant
Department: Marketing & Production Departments
Title of Supervisor: Executive Producing Director
Status: Part-Time (25-29 hours/week)

General Summary

The Communications Assistant will assist in the day-to-day operations of the Marketing and Production Departments and assist the Education and Development Departments when needed. Examples include: media and community outreach, website and social media maintenance, graphic design, and special events. Excellent growth opportunity for an early-career arts administrator.

Duties & Responsibilities

1. Become highly-proficient in Theatre Manager (STC's ticketing and donor database) to keep accurate records of patrons, vendors, and donors. Perform daily tasks of running reports and creating mail lists in Theatre Manager.
2. Assist in the development of press releases, and serve as the primary contact for media coordination.
3. Assist in the graphic design of organization-wide collateral including playbills.
4. Assist in the writing and maintenance of messaging on the website and on social media.
5. Complete special organization-wide marketing projects, such as e-blasts or poster/flyer distribution.
6. Assist in the planning and execution of special events, small and large alike.
7. Represent STC at community events, such as vendor fairs, as assigned.
8. Assist in contacting and scheduling volunteers for certain functions, such as bulk mailings and special events.
9. Perform general office tasks, such as answering phones, emailing, data entry, printing, copying, mailing, ordering supplies, off-site errands, and other duties as assigned.
10. Support the mission and goals of STC.

Education, Training, Skills

1. Bachelor's degree (or currently pursuing) preferred.
2. Demonstrated interest in the performing arts.
3. Demonstrated interest in marketing and PR.
4. Must have excellent verbal and written communication skills. Presentation skills helpful.
5. Must be self-motivated, detail-oriented, and highly-organized, while remaining "big picture"-focused.
6. Must be able to work as part of the STC administrative team in a fast-paced, collaborative environment.
7. Must be able and willing to take ownership and responsibility of assigned tasks to independently see them through to completion.
8. Must be flexible and able to respond to multiple demands.

9. Strong word processing and desktop publishing experience required.
10. Intermediate graphic design skills required.
11. Experience with databases a plus.
12. Strong social media and web skills required.
13. A professional demeanor is required.
14. Must be able to work a regular schedule during regular business hours, with the occasional evening or weekend.
15. Must have auditory, visual, and physical skills to be able to perform the tasks as outlined in this job description.
16. Must have valid driver's license.

Experience

1. Experience in a not-for-profit organization preferred, especially the arts.
2. Experience in sales, marketing, or public relations is helpful.

Procedures / Guidance Available

Follows standard guidelines and procedures. Functions independently to accomplish assigned tasks, but refers problems to supervisor.

Working Conditions

Professional office environment with multiple projects and activities. Some outdoor special event management is part of overall working conditions.

Supervision or Direction Exercised

None. Reports to Executive Producing Director.

Start date: July 2017

Hourly rate: \$13/hour

Please send cover letter and resume to adminasst@sactheatre.org.