Jazz and CI PR and Marketing Manager – Jazz Studies/Contemporary Improvisation

<table>
<thead>
<tr>
<th>No. of Jobs Available:</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Olivia Porada, Production and Administrative Director</td>
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<td>Contact:</td>
<td><a href="mailto:olivia.porada@necmusic.edu">olivia.porada@necmusic.edu</a></td>
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Job Summary:

• Create/Post Event Listing Content for NEC’s webpage.

• Create, duplicate and distribute posters for all Jazz and CI events (posted one (preferable two) week(s) in advance of all residencies and concerts).

• Create and send weekly emails outlining upcoming events Jazz Department events as well as local events by Jazz Studies students, faculty and alums.

• If available, attend scheduled meetings between PR & Jazz/CI Departments.

• Assist with other office duties as assigned

Position starts on 9/7/2021 and this is an on-campus position.

$14.25 per hour.

Qualifications:

Qualifications include: Seeking a graduate student with strong writing skills; Attention to detail; Discretion with confidential information; Punctuality; Ability to work well with others; working knowledge of Mac Operating Systems; Database management; Data entry experience preferred; Graphic Design experience preferred; Ability to work 10-15 hours per week.

How to Apply: Please submit resume and brief introduction to olivia.porada@necmusic.edu.