

A Noise Within Marketing and Editorial Assistant

We seek a creative, proactive, and detail-oriented Marketing and Editorial Assistant to join the communications team at Pasadena's acclaimed A Noise Within classical theatre. The right candidate will play a crucial administrative role and a valuable strategic one: in addition to managing assets, tracking deadlines, and maintaining the marketing calendar, this position will also generate ideas, content, and strategy to support overall communication efforts. In addition to the marketing staff, this position will also interact with a spectrum of individuals including external vendors, caterers, volunteers, prospects, donors, committee members, and Board Members.

This position will work with the team to...

- Create copy for marketing and communications collateral, including show information, blog posts, and PR materials
- Design appropriate and consistent graphics for printed and digital communications material, which includes but is not limited to mass email communications, newsletter articles, presentation material, event materials, and advertising
- Provide marketing support for Education and Box Office projects as required

This position will be directly responsible for...

- Copywriting, editing, proof-reading all digital and print collateral
- Website updates and creation and deployment of ANW eblasts
- Maintenance of editorial, advertising, and marketing calendars
- Maintenance of digital and print media archive and assets, including press clippings, photo, video, and other media assets
- Compiling data for social media and e-blast engagement reports to track digital performance
- Coordinating production of season playbill and direct mail campaigns, mail merges, proofreading and print distribution
- Assisting with the development of all event-related promotional materials including invitations, programs, signage, auction catalogs, tribute books (collecting logos, photos, bios etc)
- Providing event support as needed
- Creating Front of House marketing materials supplies and signage associated with productions
- Assisting with delivering marketing and visibility opportunities for corporate sponsors and funders
- Performing other support tasks as needed

Qualifications

- 1-3 years of experience in the field of marketing and communications, preferably at a nonprofit
- Bachelor's degree in related field or equivalent experience

- Excellent writing, proofreading, and editing skills
- Excellent organizational skills and attention to detail
- Familiarity with Adobe Creative Suite (particularly Photoshop and InDesign)
- Knowledge of basic html, CSS, and Google products (analytics, ad words) a bonus
- Intermediate knowledge of Microsoft Excel a bonus
- Ability to balance multiple priorities and meet deadlines
- Access to a reliable car as frequent local travel is required
- Ability to lift at least 25 pounds
- Some evening and weekend work required

This position is full time (40 hours per week) and non-exempt. Compensation of \$13/hr, benefits included. Position open until filled. NO CALLS PLEASE. To apply, please send a cover letter and resume to rcabrera@anoisewithin.org and include Marketing and Editorial Assistant in the subject line. Incomplete applications will not be considered. A Noise Within is committed to equal employment opportunities – candidates of color, individuals with disabilities, veterans, and other underrepresented groups strongly encouraged to apply.