



Marketing and Development Associate Job Description

JOB TITLE: MARKETING AND DEVELOPMENT ASSOCIATE
DEPARTMENT: MARKETING AND DEVELOPMENT / FULL TIME
REPORTS TO: MARKETING AND DEVELOPMENT DIRECTOR
CLOSING DATE: FRIDAY, APRIL 15, 2016
EMPLOYMENT DATES: JUNE 13, 2016 – AUGUST 5, 2016

Position:

Marketing and Development Associate for an arts organization that serves at-risk youth of North Texas by providing quality fine arts education programs, serving 12,000 annually. The Marketing and Development Associate will assist the Marketing and Development Director in the coordination of all of Junior Players marketing, public relations, government relations, communications, development, and fundraising strategies. The Marketing and Development Associate will report directly to the Marketing and Development Director.

Responsibilities, Functions, and Duties:

- Assist in coordination of all Junior Players marketing, public relations, government relations, communications, development, and fundraising strategies
- Development of new strategies to better reach target audiences through direct marketing efforts, including social media marketing
- Aid in the preparation of grant applications and final grant reports
- Aid in the preparation of financial reports for the Board of Directors
- Data entry into the organization's multiple databases
- Orderly and proper maintenance of personnel files
- Basic filing requirements
- Assist in the producing aspects of all Junior Players productions
- Provide any other general assistance to the Marketing and Development Director as needed

Skill Requirements:

- Proficiency in all Microsoft Office Suite programs, including Word, Excel, PowerPoint, Access, and Publisher
- Strong overall PC skills
- Strong leadership, project management, organizational, and interpersonal skills
- A passion for the arts, building community, and for ensuring the success of our community's youth
- Self-motivated and highly organized
- The ability to work both independently and as part of a team and to work simultaneously on multiple tasks
- Access to a car is essential

EDUCATION REQUIREMENTS:

- High school diploma is required
- Must be a returning undergraduate college student in the 2016-2017 school year

Benefits:

- Stipend of \$2,800 will be paid over the course of the internship
- Reimbursement for all travel expenses related to Junior Players programs
 - Travel expenses related to traveling to and from the office will not be reimbursed
- Reimbursement for all work-related expenses (subject to approval by the Executive Director)
- Exposure to Dallas arts leaders, administrators, and elected officials
- Experience in the inner workings of a large scale nonprofit
- Witnessing of how the arts can truly transform a child's life
- Playing an integral role in transforming the lives of North Texas youth

APPLICATION INFORMATION:

Interested candidates should submit a resume via email to devon@juniorplayers.org. Please use the subject "Marketing and Development Associate Applicant" when emailing materials.