

## **FWS Student Performing Arts Assistant**

### **Job Summary:**

Assist the department with advertising, social media, and community outreach activities. Works closely with the creative, design, and production teams to create and distribute advertising materials for various events on campus including live entertainment events. This position is looking for a detail-oriented and reliable Federal Work Study Student to supplement department operations.

### **Essential Functions:**

- Assist with drafting, formatting and editing advertising materials
- Provide general college information and resources regarding the performing arts department to students, staff, faculty and community members
- Work with social media partners to advertise and promote the department and its events
- Assist at venues as needed
- Support a variety of administrative functions

### **Knowledge of:**

- Modern office practices, procedures, and equipment including computers and applicable software programs
- Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation
- Customer service methods and etiquette
- Basic methods and practices of event planning, outreach and advertising
- Social media leveraging, video/photo sharing, and web tools and software

### **Skills:**

- Communicating clearly and effectively both orally and in writing; Understanding and following oral and written instructions
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Operating a computer, enterprise software, spreadsheets, word processing, and other standard office equipment
- Using social media for advertising and outreach activities
- Preparing advertising and outreach materials
- Engaging with students, faculty, staff and community members