



**Position:** Art Department Promotions Assistant II

**Department:** Art Department

**Employment type:** Part-time, 20 hours or less

**Overview:** As a member of the Art Department, the Art Department Promotions Assistant II supports photography, videography, and paper advertising of performances and gallery events.

**Work Schedule:**

**Job Duties and Required Competencies:**

#### ***Career & Self-Development***

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
  - Discuss goals with instructor for your future career objectives throughout the work experience.
  - Articulate your strengths and weaknesses to pursue a career in field.
  - Seek out learning opportunities and complete research as needed.

#### ***Communication***

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
  - Meet weekly with supervisor to discuss upcoming and current performances and events.
  - Create campus posters to advertise Art events and programs.
  - Promote the Humanities Division to assist with enrollment and awareness.
  - Write press releases for upcoming events.
  - Submit releases and images to MMR for distribution.
  - Coordinate images with Art Promotions Assistant I and information with staff.



### ***Critical Thinking***

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
  - Write and edit content regarding theatre policies and procedures for the FA&P webpage.
  - Create and adhere to promotional calendar managing tasks and timelines.
  - Create schedule for print ads for the Arts season.

### ***Equity & Inclusion***

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
  - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

### ***Leadership***

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
  - Maintain a professional attitude at all times.
  - Create and oversee print production of the annual season booklet, art gallery, postcards, and season listing posters.
  - Collaborate with publishers to negotiate prices, create ads and submit materials to publishers within deadlines.
  - Coordinate with IAD VP regarding sponsorship and partnership opportunities.
  - Oversee terms of sponsorship obligations are met.
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### ***Professionalism***

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
  - Demonstrate appropriate business conduct at all times.
  - Attend to visitors of art events.
  - Complete projects and create supporting materials as assigned by the supervisor in a timely manner.
  - Uphold PVCC College policies and procedures.
  - Be available to work at least one weekend per month.

- Procure marketing materials from artists participating in the FA&P season.

### ***Teamwork***

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
  - Coordinate and collaborate with Arts Promotions Assistant I.
  - Coordinate with the house manager at performances to assist as needed.
  - Assist Box Office with ticket sales during non-peak hours.
  - Assist Box Office with bookkeeping operations.

### ***Technology***

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
  - Photograph and video events by the PVCC Theatre, Music and Art Departments, and PVCC student clubs to create promotional material.
  - Be knowledgeable in the use of camera, video, and printing equipment and techniques.

### ***Additional Responsibilities:***

- Support the Art Department with any additional tasks related to promotions and event advertising as needed.

### ***Required Qualifications:***

- Proficiency in social media platforms and digital advertising.
- Experience with webpage design and content management.
- Strong organizational and communication skills.

### ***Additional Considerations:***

- Flexibility to work weekends.
- Ability to manage multiple projects simultaneously.

**By fulfilling these responsibilities, you will contribute to the effective promotion and visibility of the Art Department's performances and gallery events, enhancing community engagement and audience development.**

**For more information, please contact the Federal Work Study (FWS) Program  
Coordinator at [federalworkstudy@pvcc.edu](mailto:federalworkstudy@pvcc.edu)**