



CITY ARTS & LECTURES, INC.

L I V E A N D O N P U B L I C R A D I O

Production Assistant - Paid/Part-time

City Arts & Lectures is seeking a candidate for a temporary production assistant. The position will last 3-5 months, with an approximate schedule of 12-15 hours per week, two non-consecutive days from about 10am-3:30pm (hours/days are flexible). Desirable candidates will have a preferred interest in literature, art, culture, music, current events, etc; familiarity with our programming (please visit www.cityarts.net to see our upcoming lineup); and will be observant, proactive, thoughtful, and dynamic. This is a public-facing position, so friendliness and attention to detail are hugely important.

RESPONSIBILITIES

Administrative

- **Inbox management:** respond to inquiries to our general email address
- **Website upkeep:** Maintain radio broadcast schedule, update other web content, as needed
- **Membership:** Send members reminders to renew (monthly) & process new memberships/contributions
- **Mailing:** Process ticket donations to fundraisers & mail ticket return postcards
- **Record keeping:** Update event details on various spreadsheets, maintain database
- **Miscellaneous:** Send flyers to guests

Marketing/Publicity/Copywriting

- **Publicity:** Set up Google alerts for all upcoming guests and keep tabs on all reviews and news items. Basically you're the eyes and ears for everything about upcoming guests in the news (book release dates, good reviews, notable Tweets or posts, etc).
- **Social Media:** Generate weekly and daily posts for Facebook, Twitter and Instagram. Generate event-specific content regularly for show announcements, book reviews, radio schedules, etc. In addition, we love creativity and encourage throwback posts, reposting of guests, and commentary on general literary news.
- **Community Outreach:** Research and contact local organizations (schools, groups, etc) to promote attendance at our events

Event Support

Attend programs on an as-needed basis. Be of general assistance to CA&L staff, and provide hospitality to onstage guests. Run microphones for Q&A portion of program.

Miscellaneous

Occasional errands and runner tasks, such as picking up flowers, concessions for events, etc. We're a small team and each have our hands in several parts of the production process, so we expect you to do the same! The job will certainly not be limited to the responsibilities listed in this description.

BENEFITS & COMPENSATION

This is a paid position. Benefits include free admission to all City Arts & Lectures program.

HOW TO APPLY

Please send a current resume that reflects any relevant experience and skills along with two professional references, a cover letter that explains what you will bring to the position and what you hope to gain. Please include your schedule and availability. All materials and inquiries should be emailed to allie@cityarts.net with the subject line "Production Assistant" Any submissions made without these requirements will not be considered.