



JOB TITLE: PROMOTION ASSISTANT

Classification: Classified
Salary Range: 28

Retirement Type: PERS*
Revised/Board Approved: October 18, 2004

BASIC FUNCTION:

Under general supervision of the Director, provide support for promotions and artists' contracts by talking with production managers at least 30 days prior to the show to ensure that hospitality and artist relations are prepared and appropriate; and do related work as required.

REPRESENTATIVE DUTIES:

Assist in the preparation of promotion materials, including but not limited to signs, posters, brochures, newsletters, news releases and public service announcements and proof work.

Perform all website and computer updates. Make title changes, show additions or deletions notations, correct time and/or price errors and do grammar checks.

Keep track of the billing and bookkeeping for the promotional area and maintain budget accounts for the promotion of all functions whether an El Camino College event or professional, contracted presenting event.

Serve as a driver to shuttle artists and their personnel and pick up supplies for hospitality suites for the artists and contracted production personnel.

Oversee all hospitality and catering in accordance with the arrangements designated through artists' contracts.

Handles inventory and petty cash for purchases and all promotional needs as stipulated in the artists' contracts.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

One year full-time experience designing and writing promotional materials.

Experience operating a personal computer desirable.

Completion of two years related college education preferred.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Grammar, spelling, punctuation and modern English usage;

Techniques for design, layout and preparation of promotion material and displays.

Basic recordkeeping techniques.

Abilities/Skills:

Carry out assigned work without immediate supervision.
Produce effective promotional materials.
Work effectively under deadline pressure.
Learn how to use and operate a personal computer.
Perform detailed work accurately.
Understand and follow oral and written directions.
Add, subtract, multiply and divide quickly and accurately.
Exercise tact and discretion when interacting with others.

Licenses or Other Requirements:

Valid California Drivers License

WORKING CONDITIONS:

Must be able to work nights, weekends, and holidays, as needed.
Will drive to locations to pick up food and/or supplies for the hospitality suites.
Will serve as a runner, when necessary.
Must be able to lift at least 50 pounds and be able to carry up a flight of stairs cases of water, beverage containers, food, etc.
Work with artists who may be temperamental and difficult to work with.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.