**Publicity Worker/ Public Relations Media Assistant (Art/Theatre)**

Publicity Worker/Public Relations Media Assistant, under limited supervision, duties may include, but are not limited to:

* Helping with the management and outreach of the program through the use of social media platforms and communications.
* Design and/or distribute posters, pamphlets, fliers, programs, photos and/or videos
* Prepare materials for and/or update website
* Assist with event coordination
* Performs other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week. Options A and Option B one includes evenings and some weekends; one includes M-F with some evenings.*

**Required Qualifications:**

Applicants must be very familiar with most social media platforms and their various abilities.

Applicants must have strong organizational skills, documentation skills, and computer skills including experience with Word, Excel, and GoogleDrive

Applicants must be task oriented, dependable, and good with time management

Applicants must be outgoing, flexible, reliable, detail oriented, self-directed, willing to ask questions, and have great customer service skills

Applicants must be able to work with others, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications:**

Strongly preferred introductory level knowledge of Adobe Photoshop, InDesign, and Illustrator

Introductory level skills in photography and videography

Option: Spanish proficiency is preferred.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range B**