

Orpheum Performing Arts Centre, Ltd.
Development & Marketing Assistant Position announcement

The Orpheum Theatre has an immediate opening for a full-time development & marketing assistant. This is an entry level position encompassing a variety of tasks and duties. Salary is \$12 per hour, 9am to 5pm Monday through Friday. Occasional evening and weekend hours may be required. Benefits package negotiable.

Required attributes include promptness, excellent work ethic, accuracy & attention to detail, ability to juggle multiple tasks and good time management skills. Proficiency in the Microsoft Office suite required; experience with Adobe Creative Suite preferred but not required. Will train. Reliable transportation, ability to pass background checks and some light lifting required. Position has no direct or indirect supervisory duties.

Development Assistant duties

- Answer Theatre's administrative phone line & respond to questions from the public
- Check mail daily and distribute in the office
- Record donations donor database and update/correct records as needed
- Send donor thank you/tax receipt letters. Prepare & mail donor solicitation letters
- Responsible for integrity and accuracy of DonorsSnap, the organizational donor database
- Primary administrative manager of the annual fundraising event, the Celebrity & Chef Cookoff (May 22, 2018)
 - Coordinate live and silent auctions
 - Coordinate local restaurant participation
- Handle ticket donation requests from other non-profit organizations
- Responsible for office appearance and management, including equipment
- Other duties as assigned

Marketing Assistant Duties

- Create selected marketing materials, i.e. posters, flyers, etc. using Adobe Creative Suite
- Maintain excel spreadsheets for attendance tracking, reporting and weekly production meetings.
- Attend weekly production meeting
- Assist in developing creative ideas and activities for selected theatre events
- Research film distributors and track/maintain spreadsheet of film distribution fees
- Respond to general email messages sent to theatre's website
- Other duties as assigned

To apply, email resume to Diana Gordon:
Diana@wichitaorpheum.com