

**Orpheum Performing Arts Centre, Ltd.
Development & Marketing Assistant Position Announcement
January 20, 2020**

The Orpheum Theatre has an immediate opening for a full-time Development & Marketing Assistant, 9am to 5pm Monday – Friday, with occasional evening hours. Required attributes include promptness, excellent work ethic, accuracy & attention to detail, good customer service skills, 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. Reliable transportation, ability to pass background checks, and some light lifting required. This is an hourly (non-exempt) position paying \$14.25 per hour. Benefits package negotiable.

Development Assistant duties

- Answer theatre's administrative phone line and respond to questions from the public
- Record donations donor database and update/correct records as needed
- Send donor thank you/tax receipt letters, prepare and mail donor solicitation letters
- Responsible for integrity and accuracy of organizational donor database
- Primary administrative manager of the annual fundraising event, the ICT Lip Sync Battle
- 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
- 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 cover letter and resume to:

Diana Gordon, President

diana@wichitaorpheum.com