



**Arts Ed NJ, New Jersey's foremost advocate for arts education for all, seeks a part-time Program and Marketing Assistant (approximately 20 hours/week).** This position will increase the organization's online visibility and assist in managing the Annual NJ Governor's Awards in Arts Education program (NJGAAE).

Arts Ed NJ employs a collective impact model, working with a coalition of artists, educators, and arts organizations to promote the value of arts education for all students. Its role has expanded significantly since the start of the pandemic, providing resources and support to arts educators and school administrators, and advocating for the continued importance of the arts in our schools during these challenging times.

Under the direction of the Program and Communications Manager, the Program and Marketing Assistant provides administrative assistance, coordination and logistical services in support of the operations of various programs, initiatives and assists with information management. In addition, they will assist with planning, implementing, and monitoring marketing campaigns for NJ Governor's Awards in Arts Education, Arts Ed NJ and the Arts Ed Now campaign. Acts as a resource person for students, interns, councils, and consultants as required.

The long-term goal for the position is to help Arts Ed NJ increase awareness and engagement with the NJ Governor's Awards in Arts Education program and amplify the collective voice of the NJ Arts Education ecosystem through its social media channels.

The successful candidate will have:

- A strong commitment to arts education.
- Previous experience with both administrative aspects of programming and marketing campaigns.

- Skills and competencies needed to expand program awareness and reach of campaigns.
- Outstanding writing skills, especially in communications.
- Excellent communication skills.
- Strong initiative, creative thinking, and the ability to complete work in a timely fashion with minimal daily supervision.

### **Operational and Administrative Support**

- Maintains confidential records for the Manager
- Acts as the main contact person for the program and sharing workload with interns
- Develops and maintains an efficient filing system for the team
- Maintains a tracking system for documentation, payments and awardees information
- Organizes regular team meetings and conference calls/video-conferences, including the preparation and distribution of documents
- Takes minutes of regular team meetings and other meetings
- Assists the Manager to maintain and update the NJGAAE's Program's website
- Performs other related duties in accordance with instructions from Management

### **Workshops and Events**

- Liaises with NJGAAE Planning Council members to coordinate logistical arrangements and to ensure roles are being fulfilled
- Liaises with award recipients, teachers, administration, and attendees as required to ensure smooth functioning of awards ceremony
- Coordinates and disseminates all internal and external material, including publicity and background documents for events; coordinates appropriate mailings or distribution
- Prepares information and promotional packages, press kits, and sends material to participants in a timely manner
- Coordinates registration and acts as contact person for the NJGAAE awardees and attendees

All Arts Ed NJ staff work remotely from home offices (this was true prior to the pandemic and this policy will continue for the foreseeable future). However, part-time Program and Marketing Assistant will eventually be responsible for participating in events and in-person meetings, so the ability to travel throughout New Jersey on a regular basis is required once social distancing practices are no longer needed.

**This is a part-time position as an independent contractor. The position will be paid hourly with no benefits package.**

To apply, email your resume with a cover letter in PDF format to: priscilla at artsednj.org. Please use the subject line "Program and Marketing Assistant" Deadline to apply is 10.30.20

Arts Ed NJ is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.