BOSTON COLLEGE ARTS COUNCIL
GRADUATE ASSISTANT FOR MARKETING AND PUBLISHING

Overall: Assist Arts Council Chair and Program Administrator with all Arts Council-related projects.

Arts Council Marketing
• Manage Arts Council Mailing List database, with responsibilities to include data entry, database management, and list preparation.
• Manage Arts Council Email Lists (Constant Contact)
• Provide marketing support for Arts Council co-sponsored events, which includes press releases, email newsletter, and flyers as needed.
• Coordinate and manage undergraduate marketing team; work alongside them to plan unified marketing campaigns and fill Arts Council’s marketing needs.

Arts Calendar
• Compile and edit text for semi-annual Arts Calendar. Write short articles.
• Coordinate calendar distribution on and off campus.
• Write and send monthly emails and special announcements – BC Arts Spotlight
• Write and send weekly emails to students – Eyes on Art

Arts Festival
• Compile and edit text / photos for festival brochure.
• Manage event marketing on-site – mainly signs and banners.
• Work with Graphics dept to write, layout, edit, and print signs.
• Assist with event planning and execution as needed.

General Duties:
• Attend all Arts Council staff meetings, assisting with materials preparation.
• Other clerical duties as assigned. Responsibilities may vary based upon skill sets of new hires.

Skills:
• Microsoft Office software products. Photoshop helpful.
• Marketing and/or event planning experience required.
• Writing/editing skills required.
• Background in one of the performing or visual arts is helpful. Interest in promoting the arts is important.

NOTES:
• Work will escalate through spring until the arts festival.
• Must be available for entire festival week (festival 2016 is April 28-30) – extra work hours required.
• Position reports to Program Administrator, Boston College Arts Council
**SALARY:**
- The pay is approximately $18-20 an hour and hours can be anywhere from 12-15 hours per week, depending upon needs and skill sets of new hires.
- Payment is facilitated through BC payroll system, following the BC student employment guidelines for salary.
- Paid in four monthly stipends each semester (Sept-Dec and Feb-May).

**Contact:**
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