

Job Description: Communications and Graphics Assistant

As a seasonal member of the Bohemian Nights Integrated Communications Team, the Communications and Graphics Assistant will be responsible for the following tasks: create graphic collateral for advertisements, social media, signage, promotional materials, volunteer and music guide, maps and other needs as assigned; assemble and distribute electronic newsletter; assist with writing news stories and promotional copy; organize photos and videos; prepare information and electronic presentations for meetings; participate in meetings and take minutes as requested; assist with festival on-site promotions; and other duties as requested. Digital communications tasks include content creation and management of social media accounts (Facebook, Twitter and Instagram).

As a seasonal member of the Bohemian Foundation Communications Team, the Communications and Graphics Assistant will be responsible for supporting the organization's communications needs.

Required Skills and Experience:

Experience with Adobe Illustrator, InDesign and Photoshop

Experience with Facebook, Twitter and Instagram

Writing and editing skills

Valued Skills and Experience:

Event experience

Music and arts related experience

To Apply

Please send cover letter and resume to mary@bohemiannights.org by Wednesday, Feb. 22, 2017.

Additional Details

The position requires 15-20 hours a week of in office work March through April. Starting in May, the position requires 40 hours a week. Hours may increase as the festival weekend draws closer and will increase considerably the week of and weekend of the festival, Aug. 11, 12 and 13. Overtime pay is time and a half. All computers, software and equipment are provided. Work must be conducted in the office. Office hours are 8 a.m. to 5 p.m. with one hour for lunch. The nature of the work requires full availability during the summer months. Weekday vacation days are not preferred.