



**JOB TITLE:** Marketing Assistant  
**REPORTS TO:** Marketing and Communications Director  
**STATUS:** Part-time, non-exempt  
**SALARY RANGE:** \$20-\$22/hour  
**JOB POSTED:** May 2023

### POSITION SUMMARY

The Marketing Assistant position is responsible for creating engaging social media content and assisting in planning, developing, and actively promoting all the Museum's exhibitions, programs, and events across social media and digital advertising channels.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Create, schedule, and publish content (captions, posts, reels, stories) for various social media platforms including but not limited to Instagram and Facebook.
- Communicate with audiences via social media channels by responding to messages.
- Analyze the most recent social media trends for innovative new social media marketing ideas.
- Create and submit reports about the Museum's social media performance.
- Assist with the production and distribution of marketing materials and collateral.
- Assist in planning, development, and implementation of new and existing promotional campaigns.
- Maintain marketing files and resource database.
- Provide administrative and project support for a variety of marketing needs.

### QUALIFICATION REQUIREMENTS

- 4-year degree preferred
- 1+ years of experience in marketing or customer-centric industry
- Strong written and verbal communication skills
- Superior organizational and time management skills
- Knowledge of relevant marketing tools and applications is a plus
- Ability to work in a fast-paced environment
- Well-organized, detail-oriented, and able to manage multiple projects and priorities simultaneously.
- Proficient in Instagram, Facebook, and Microsoft Office (PowerPoint, Word, Excel)

Please send a résumé and cover letter to [hr@montereyart.org](mailto:hr@montereyart.org)

*We will only contact those candidates selected for further screening. The Monterey Museum of Art is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.*