

THE CEDARS UNION

AN INCUBATOR FOR THE ARTS

Position Title: Marketing & Programs Assistant Position

Status: Non-Exempt. Part-Time. (12-20 hours per week)

Pay Rate: \$16 / hour

Reports to: Marketing & Programs Manager /Managing Director

The Organization's Mission:

The Cedars Union (The CU), founded in 2015 as a 501(c)(3) nonprofit, is a Dallas-based art incubator. The mission is to provide resources including studios, tools, programs & services for creatives, foster a collaborative and supportive artist community, and advance the arts in North Texas.

Job Summary:

The Marketing & Programs Assistant will assist the Marketing & Programs Manager with a variety of administrative and program tasks. The position begins in training with the M&P Manager, who will be on Maternity Leave for from approximately October-December 2021, returning full time in 2022. The assistant's hours will range from 12-20 hours per week, depending on the Manager being out and the programs occurring each week.

The position's benefits include:

- Access to free Community Membership and facilities
- Free Member Workshops
- Engagement and ongoing connections with North Texas' arts community

Duties (include but not limited to):

- Maintain Social Media accounts (Facebook and Instagram)
- Manage correspondence, registration lists and ticket sales for public programs
- Be present for in-person programs like public workshops; take photos as needed
- Introduce speakers and coordinate partner programs
- Set and maintain Facebook ads for programs
- Write the monthly newsletter
- Assist Creative Director with member program coordination
- Attend weekly staff meetings
- Attend weekly check-ins with Marketing and Programs Manager
- Assist with development events and November's Cedars Open Studios
- Assist in email correspondence for Marketing and Programs Manager
- Assist with graphic design using Illustrator templates
- Other related tasks as assigned by CU management

Skills:

- Basic Apple computer knowledge and proficiency with Microsoft Office programs (Word, Excel, etc.)
- Experience with Adobe Illustrator and Photoshop (preferred)
- Eye for design and photographic composition
- Able to work independently and proactively to meet deadlines
- Able to deliver excellent customer service
- Reliable, punctual, high integrity
- Team player
- Detail oriented and highly organized
- Excellent communication skills
- Ability to multi-task
- Willingness to learn new skills

Qualifications:

- Demonstrated passion for the arts, artists and creatives
- High school graduate or some college
- An entrepreneurial, can-do spirit with 'whatever it takes' teamwork attitude
- Available to work nights and weekends as needed for programs

Physical requirements:

- Must be able to lift a maximum of 50 pounds as needed
- Must be able to both sit and stand for extended periods of time.
- Must be able to retrieve items and supplies on overhead shelves and bend and stoop to reach supplies
- Environment is climate controlled, with both quiet workspaces and a loud wood-shop.

To Apply:

- Please fill out the application found on our website: <https://www.cedarsunion.org/current-jobs/>
- Save your completed application and send to jobs@cedarsunion.org. Please include a cover letter explaining why you would be a good fit for the position at the Cedars Union, and a resume if available.
- Please field any questions to info@cedarsunion.org

Notice of nondiscrimination:

The Cedars Union, a 501(c)(3), is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, sexual orientation, and other class of individuals protected from discrimination under state or federal law. It is the policy of The CU to comply with all federal, state, and local laws regarding equal opportunity and other laws. In keeping with that policy, The CU is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, The CU will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, donor, or member of The Cedars Union.

