SAN DIEGO YOUTH SYMPHONY AND CONSERVATORY

Job Title: Communications Assistant

Reports To: Communications Coordinator

Status: Part-time, non-exempt

The San Diego Youth Symphony and Conservatory (SDYS) instills excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. Students have the opportunity to rehearse and perform through the Conservatory Program, a traditional ensemble experience with weekend rehearsals throughout the school year. Additionally, SDYS strives to make music education accessible and affordable for all. It is advancing this vision in part through its Community Program, which provides beginning music education to students and supports school music programs.

The Communications Assistant supports SDYS' Conservatory and Community Programs and fundraising goals by assisting with marketing and communications objectives. S/he is responsible to the Communications Coordinator in a busy, team environment. S/he shares SDYS' vision to make music education "accessible and affordable for all."

Responsibilities

- Use various graphic design applications to produce and assemble internal communications materials, flyers, e-mails, postcards, invitations, etc. within predetermined formats and guidelines.
- Assist with organizing and producing a wide variety of collateral materials for different departments within the organization such as program books, sponsor recognition, signage, email blasts, and marketing materials.
- Edit and enhance photographs and other images.
- Update website content, including text, photos, or video, and other online content including social media.
- Assist with video production and posting as needed.
- Assist with various research projects.
- Other duties as assigned.

Qualifications

- Excellent written and oral communication skills.
- Ability to design marketing materials such as brochures, newsletters and postcards.
- Excellent organizational skills and attention to detail.
- Positive attitude, ability to work on multiple projects at once, creative, and strong desire to learn.
- Experience in an office setting, preferably in marketing or communications.
- Experience in the following programs is desired:

    - Microsoft Office Suite
    - Adobe Creative Suite, notably InDesign and Photoshop.
    - Wordpress
    - Google apps
    - Constant Contact
    - Facebook or other social media sites
- Video recording and editing experience preferred.
- Some college required; bachelor's degree preferred.
- Music experience preferred.
- Written and spoken Spanish preferred.
- Typing speed of at least 50 wpm required.

This is a part-time, hourly position with some responsibilities on weekends and/or evenings depending on the season calendar. Hours will begin at 10 per week with potential to increase over time. Schedule will include Monday, Wednesday, and/or Friday. To apply, please email a current resume and thoughtful cover letter to hr@sdys.org. Select candidates will be asked to provide work samples.