



Position Announcement: **Full-Time Marketing Assistant Position**

Midwest Young Artists Conservatory (MYAC) is seeking a highly organized marketing assistant who likes to communicate. Being interested in non-profits and music education is a plus. MYAC is located in Highwood, IL, and is a short walk from the Fort Sheridan Metra UP-N line station.

This full-time position is ideal for an enthusiastic individual who is able to work in a busy-paced environment. Interest and/or experience in marketing, communications and music is helpful.

Responsibilities for Marketing Assistant Full-Time Position

- Create marketing materials to promote MYAC events, including ads, flyers, programs, posters, emails and online content
- Assist with MYAC weekly and monthly newsletters
- Take event photos and videos for use online and in print materials
- Work with Development to develop MYAC's concert program book, including soliciting schools and businesses for program ads, writing content, and preparing the book for printing
- Develop and execute plans for using social media tools for communications to target audiences
- Keep MYAC website up to date
- Assist in Public Relations efforts, including writing press releases, maintaining media lists and developing media relationships
- Ensure that MYAC events are listed in local print and online media calendars
- Work with Program Coordinators to collect content for event and program marketing
- Work with Development Associate to create materials for fundraising events and campaigns, as well as the capital campaign.
- Create content for social media accounts. Update social media accounts such as Facebook and Instagram. Report on social media account's performance.

Starting Salary: Full time Marketing Assistant \$45,000 with benefits included.

MYA Conservatory offers a full benefit package including three weeks of paid time off per year plus one day per year of employment, health insurance (employer pays \$350/month), disability insurance, life insurance, retirement (matching 3% after 2 years). MYAC is an equal opportunity employer.

Hours:

- Full time position
 - In-Person position (not remote)
 - 40 hours per week
 - Normal office hours, Monday – Friday
 - Evening/Weekend work is required for events/concerts.
 - Mutually agreed on weekday comp time is allowed for weekend hours worked because of concerts/events.

- Flexible weekday hours

Education and Experience

- Prefer a degree in Communications, Advertising, Marketing, Journalism or similar field
- 2-3 years of work experience in Marketing or PR, or related internships required
- Interest or background in classical music or jazz
- Experience using social media as a marketing tool
- Strong written communication skills, including writing, editing, and proofreading
- Excellent verbal skills, with the ability to speak credibly and articulately with reporters, staff, parents, and Board members
- Strong organizational skills
- Self-starter who can work with minimal supervision
- Strong computer skills, especially in Office, Canva, Squarespace, Constant Contact, video and picture editing software

Key Competencies:

- Personable and customer service focused.
- Excellent written and verbal communication skills.
- Excellent organizational and analytical skills.
- Good team player.
- Attention to detail.
- Must be a self-starter with consistent, independent follow-through.
- Adaptability, innovative, demonstrates good judgment at all times.
- Willingness to manage tasks/events to the end, requiring flexibility in hours when needed.
- Uncompromising integrity and good moral character. Calm under pressure.

Application Process

- Send cover letter and resume to: Terhi Tuominen, Marketing Director via email: terhituominen@mya.org
- Position is open to be filled as soon as possible. Applications will be reviewed immediately.

About Midwest Young Artists Conservatory

Midwest Young Artists Conservatory (MYAC) is one of the premier pre-collegiate music ensemble programs in the nation. MYAC provides orchestral, jazz, choral, and chamber music ensembles of the highest quality for over 900 students from throughout Chicagoland and beyond. Additional programs include childhood music classes, summer camps, concerto and chamber music competitions, instrument festivals, master classes, and more.

MYAC's world-class faculty supports students of all ages, abilities, and backgrounds, in a challenging yet nurturing atmosphere. MYAC is dedicated to ensuring that each student reaches his or her highest potential as both an artist and an individual.