

**South Orange Performing Arts Center
Employment Opportunity: Promotions Team Member (Part-time)**

South Orange Performing Arts Center (SOPAC) is a multidisciplinary arts center that presents innovative artistic and educational cultural experiences through music, theater, dance, comedy and family performances.

SOPAC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

Promotions Team Member (Part-time)

The Marketing and Communications Department is seeking people to work for the Promotions Team on a part-time basis. You will be distributing postcards/flyers/brochures throughout the nearby towns and to the local businesses within the community on a monthly basis.

You must be outgoing, friendly and willing to approach business owners and other people in the community. These business owners are very familiar with SOPAC and you will be provided with lists of places that usually take the materials.

Because you are representing SOPAC when you go out on these distribution runs, you must have a professional demeanor as necessary. Also, you may be asked to help out in the office from time to time and will be compensated on an hourly basis.

Qualifications:

- You must be outgoing, dependable, motivated, friendly and able to take initiative.
- Since most of the distribution is done door-to-door, you must be able to walk and carry marketing materials with you.

Approximate Hours: 6 hours per month

Compensation: You will be compensated for the quantity of materials you distribute and transportation costs. Bonuses are available when distribution goals are met.

Reports To: Director of External Relations

To Apply: Please submit résumé, cover letter and three professional references via e-mail to marketing@sopacnow.org with "Promotions Team Search" in the subject line.

No phone calls, please. *Thank you for your interest in working at SOPAC. Once submitted, we will review your résumé. If your background fits our needs, you will be contacted for an interview.*