



The **Marketing Assistant**'s primary role is to assist the Marketing Manager – Broadway and Marketing Manager – Concerts, Comedy, and Special Events in all efforts to maintain and enhance DPAC's marketing for upcoming performances through maximized efforts of selling tickets and maintaining DPAC's values, mission and brand. Responsibilities include overseeing creation of venue assets, constructing marketing settlements, and departmental support.

This position would report to the Marketing Manager – Broadway and Marketing Manager – Concerts, Comedy, and Special Events and would work collaboratively with the entire DPAC Marketing team.

Responsibilities include but are not limited to:

- Overseeing creation of venue assets including event guides, show posters, show flyers, and venue signage
- Constructing marketing settlements for Broadway, concert, comedy, and special event performances
- Manage creative and playlists for DPAC's on-site marketing elements
- Coordinate House Photographers for DPAC events
- Assist with DPAC's social media channels, including responding to follower questions, interacting with guests, and creating ideas for effective posts and content
- Oversee contests coordinated by DPAC
- Assist the Marketing Manager – Broadway and Marketing Manager – Concerts, Comedy, and Special Events with other duties, as assigned
- Ability to work special events: including nights and weekends is a must

Minimum Requirements:

The ideal candidate should possess:

- A love for the entertainment industry
- A bachelor's degree preferably in marketing, public relations, or communication
- 1 – 2 years of relevant experience preferred
- Excellent written and oral communication and interpersonal skills
- Attention to detail and accuracy
- Microsoft Office Suite
- Enthusiasm and energy to work in a fast-paced environment and ability to juggle multiple priorities at one time are essential
- Demonstrate initiative, creativity, organizational, and analytical skills



- Requires your physical presence at DPAC for all or majority of work hours in the performance of your foregoing duties

COMPENSATION: Commensurate with experience

- Position requires ability to work various nights and weekends.

THE ORGANIZATION:

Our Vision: We believe in great entertainment experiences. We want to be our guests' favorite place for live events.

Our Mission: To present one-of-a-kind, live entertainment events. From Broadway to concerts, comedy to family shows – 'there is something for everyone' at DPAC.

Our Values: Quality and service. We deliver these values with warmth, friendliness and an attention to detail that is the hallmark of our legendary red carpet customer service.

DPAC is committed to a workplace where everyone is free from bias, prejudice, discrimination and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity and Inclusion.

To Apply:

The position will remain open until filled.

Send resume and cover letter addressing relevant experience, interest in the position, salary expectations, and contact information for at least three references to:

- Josette Roten, Assistant Director of Marketing & Sales
jroten@dpacnc.com