**Career Services Office**

**Work Study Position**

**Date: 9/1/22**

**Position: Publicity (traditional and social media)**

**Department: Fine and Performing Arts (Theatre Program)**

**Supervisor: John Michael Sefel**

**Email: jsefel@hfcc.edu**

**Phone: 603-930-1043**

(Please note: Applicants will NOT have access to your name, email, & phone number. That info will be omitted prior to posting)

**Position Start Date: asap**

**Number of Positions: 1**

**Hours Needed Per Week: 6 total (student can choose from flexible afternoon worktimes plus at least two hours every Monday or Wednesday night [after 6:30pm])**

**Duties & Responsibilities:**

Assist Theatre Director with

* Managing contact lists
* Flyer distribution
* Email campaigns
* Social Media campaigns
* Taking photographs/doing cast interviews during weekly theatre rehearsals

**Desired Qualifications:**

Experience/interest in any of the following:

* Familiarity with Microsoft Access and/or Excel
* A strong interest in marketing and/or journalism
* Graphic Design and/or Photography Skills
* Outgoing and energetic!

**Required Qualifications:**

* Reliability
* A willingness to learn
* Attention to detail is a MUST
* Professionalism when dealing with the public