

## FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

### Job Posting

12.21.21

**Job Title:** Marketing Assistant  
**Location:** Sloan Museum / Longway Planetarium  
**Department:** Marketing  
**Reports to:** Marketing Manager  
**FLSA Status:** Non-Exempt

*\*This is Part Time Position working 20 hours per week. Pay rate is \$15.00/HR\**

### GENERAL DESCRIPTION

This part-time position is under the supervision of the Marketing Manager and is responsible for assisting in the implementation of marketing initiatives for Sloan Museum of Discovery and Longway Planetarium.

### RESPONSIBILITIES

- Provides support for the promotion of exhibits, programs, and shows at the Sloan Museum and Planetarium to regional visitors, businesses, and tourists.
- Assists with direct mailings.
- Creates and maintains databases for CRM platforms.
- Responds to visitors' and organizations' requests for information.
- Assists in printing and distribution of brochures and other marketing material.
- Assists in the execution of social media posts and promotional strategies.
- Assists in website updates.
- Attends staff meetings and performs other duties as assigned.

### QUALIFICATIONS

- Excellent at follow through of tasks according to deadlines.
- Excellent written and verbal skills.
- Ability and willingness to work both independently and in a team atmosphere.
- Manage time not only efficiently, but effectively.
- Follow directions and communicates with management on a regular basis.
- Skillful in coordinating tasks and projects.
- Must be proficient in all MS Office programs especially MS Word and Excel.
- Experience working in an internet savvy environment.
- Exceptional phone communication skills.
- Interest and aptitude for graphics a plus.
- Interest and experience in industries related to museums, science and/or history a plus.

### EDUCATION AND/OR EXPERIENCE

Must have valid driver's license, clean driving record, and vehicle for traveling to various locations around the area. Associate's Degree in related field or equivalent experience in the fields of digital marketing, event marketing, communications, public relations, and/or journalism preferred.

Apply to: Email resumes to [hr@fcccorp.org](mailto:hr@fcccorp.org)

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**