

VACANCY NOTICE

Position: Development and Marketing Associate
Reports to: Director of Development
Director of Marketing Services
Status: Exempt
Date of Last Revision: July 8, 2010

The Development and Marketing Associate services DCWS and its internal partners, the Great Lakes Chamber Music Festival and Eisenhower Dance Ensemble, as well as other organizations with which DCWS shares staff on a more limited basis. The position plays a lead role in the creation and implementation of marketing and development programs, including special events.

Responsibilities:

- With the Director of Development and Director of Marketing Services, plan and implement special events to support the activities of the organizations.
- Play a lead role in the design, creation and distribution of marketing materials for special events.
- Facilitate smooth operations of special events.
- Act as a key staff liaison with board and volunteer leaders to help plan events.
- With development and marketing staff, assist in managing databases and lists.
- With operations and marketing staff, assist in the production of post-concert and other receptions.
- Participate in and coordinate marketing and development mailings.
- Participate in the pulling of effective lists from the organizational data base.
- Provide support at performances and other activities.
- Perform other duties as assigned.

Position qualifications:

- A degree from a four year college, or equivalent professional experience.
- The ability to interact effectively with a sophisticated constituency.
- An appreciation of the performing arts, especially music and dance.
- Strong communication skills.
- Strong project management skills, including timely and accurate conclusions within budgets.
- Demonstrable success in the planning and execution of events of all sizes.
- Demonstrable initiative, strong problem resolution and organizational skills.
- Ability to manage multiple tasks simultaneously in an unsupervised, fast-paced environment.
- Ability to work flexible hours, include nights and weekends as needed.
- Familiarity with word-processing, spreadsheet, and database programs.

This is a full-time position that includes health insurance and professional development opportunities. Applicants should email a cover letter and resume to Brooke Hoplamazian: **hoplamazian@detroitchamberwinds.org**.