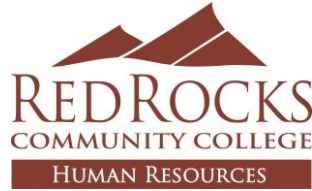


Student Employment Position Announcement



Theatre Arts and Dance Public Relations Assistant Work Study

Job Description: The Public Relations Assistant assists with all marketing needs in the Theatre Arts and Dance Department, including:

- drafting press releases for department events and productions
- creating marketing materials to advertise department events and productions
- assisting with the development of marketing campaigns for department events and productions
- scheduling and coordinating on-campus and off-campus events related to student recruitment
- scheduling and coordinating of promotional photo shoots
- maintaining and updating subscriber mailing lists
- creating and distributing an electronic newsletter covering all department events and productions
- coordinating on-campus displays
- creating marketing materials for new student packets
- assisting with special events
- attending staff meetings
- attending production meetings

Job Requirements: Candidates should be familiar with marketing and public relations and have experience in graphic design. We are looking for someone who is reliable, punctual, efficient, and eager to learn. Candidates should be available to work up to 20 hours per week. *You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the semester in which you will be working) to apply for this position.*

Skills you will gain/enhance: This position provides the unique opportunity for a student to gain experience in marketing, public relations, and arts management.

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Job Payment Information:

Wage: \$9.00 per hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to the Human Resources Office or the Financial Aid Office to procure a Student Employee Referral Form.
2. Visit the Financial Aid office to see if you are eligible for Work-Study funds.
3. Email a copy of your resume and an RRCC application to Kelly Jo Eldredge, Theatre Lab Coordinator, at kelly.edlredge@rrcc.edu. RRCC applications can be found on-line at <http://www.rrcc.edu/hr/forms/pdfs/StudentEmploymentApplication.pdf> or in the Human Resources office.) For your interview, please bring a completed work-study referral form with you from Financial Aid.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

*RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.
Bill.Dial@rrcc.edu*