

NON:op OPEN OPERA WORKS MARKETING AND ADMINISTRATIVE ASSISTANCE

NON:op Open Opera Works, a not-for-profit multidisciplinary arts organization focused on social and justice concerns, is seeking a Marketing and Administrative Assistant. This position will work directly with the Artistic Director as well as project leaders supporting programming, engagement, and development initiatives, and provide administrative support as needed.

Interested candidates are encouraged to review NON:op's programming initiatives and mission on our website <https://www.nonopera.org/> and to contact Christophe Preissing non@nonopera.org with any questions.

The ideal candidate will be passionate about the arts and social justice and will have excellent organizational and communication skills.

JOB LOCATION, HOURS AND PAY

Chicago, Illinois; note that some work can be done remotely. This is a part time position for 6-8 hours per week at \$15 per hour.

JOB RESPONSIBILITIES MAY INCLUDE

- Develop marketing strategies for programs and initiatives, working with the Artistic Director, project leaders, and participants.
- Create and deploy email blasts, press releases, event listings, digital and print texts, and social media to promote events and initiatives.
- Research competitive efforts and industry trends and inform the Board of promotional opportunities, emerging social media channels, trends, and tastemakers.
- Create and maintain marketing databases and event calendars.
- Conduct target audience research; prepare and analyze audience surveys; analyze social media metrics; make strategic recommendations based on insights.
- Write and edit copy for communications and social media in accordance with AP standards and NON:op's brand and tone.
- Assist in drafting, editing, and submitting grant proposals.
- Maintain a calendar of upcoming funding opportunities; assist in researching guidelines, previous winners, and other factors that might affect proposal strategies.
- Maintain a database of donors; assist in devising and implementing an annual schedule of appeals including solicitation and thank you letters.
- Organize and maintain online backup storage (Google and Wasabi).
- Update website and Mailchimp audience data.
- Assist with event management including advance planning, ticketing, door, event setup and other assistance and event accessibility.
- Assist with even live-streaming set up and monitoring the stream

DESIRED QUALIFICATIONS

- Strong capacity for developing and implementing both long- and short-range plans.
- Ability to work independently and collaboratively, with openness and flexibility.
- Reliability, accountability, and a keen attention to detail.
- Excellent organization and time-management skills.
- Familiarity with Microsoft Office and Adobe Creative Suite.
- Management and production experience with Facebook, Twitter, and Instagram.
- Basic photo editing and graphic design skills; some experience working with design programs; a basic knowledge of HTML is desirable.
- Working knowledge of current communications strategies and tactics.
- Google Docs and Google Drive

APPLICATION REQUIREMENTS

- A cover letter in which you summarize (a) your prior experience with art and not-for-profit organizations, (b) the ways in which your interests intersect with the work done by NON:op, and (c) any specific skills relevant to the above responsibilities.
- Your most recently updated Resume or CV
- A short statement outlining your commitment to inclusive practices and social justice.
- The names and contact information for up to three references, one of whom is a prior supervisor, if possible.

TO APPLY

Send the required materials in pdf format to Christophe Preissing at non@nonopera.org.