



**Cape Cod Melody Tent and South Shore Music Circus
Marketing Assistant
Seasonal: May 2 – Tent Down (Mid-September 2022)**

This Marketing Assistant position is located in Cohasset and is a critical member of the Marketing team for both the South Shore Music Circus and the Cape Cod Melody Tent.

Responsibilities include, but are not limited to:

Reports to the Marketing Coordinator

- Assist in all Marketing activities for the 2022 season. Including maintaining and posting on SSMC/CCMT Social Media accounts, write radio script, create graphics for digital ads, edit video for ads, any other Marketing projects that may arise.
- Maintain SSMC/CCMT social media pages, monitor performing artist's social media and websites, post in relevant Facebook groups about upcoming shows
- Assist with answering phones, learn relevant information and where to find on our websites and the ETIX ticketing system.
- Assist with FileMaker entries to keep track of advertising spend and weekly ticket sales for all shows.
- Print reports when needed for weekly Marketing Meetings.
- Create and execute promotions for shows.
- Assist with maintaining Brochure, email and club lists

Qualifications:

- Familiarity with all popular social media platforms. Must be able to post about shows in a fun and interesting, yet professional manner.
- Knowledge of Adobe Photoshop and Adobe Premier preferable.
- Proficient in Microsoft Office applications
- Familiarity with FileMaker Pro preferable
- Possess strong organizational, communication and analytical skills with attention to details/problem solving skills
- Reliable – this is a full-time seasonal position. Hours are Monday-Friday 9am-6pm
- Love of live entertainment

Cape Cod Melody Tent, Hyannis, MA and South Shore Music Circus, Cohasset, MA are 2300 seat, all-age, seasonal, tented outdoor theaters. We have been presenting national touring live music, children's theater, and comedy performances continuously for over 70 years.

*** Please note that due to the nature of our business, all staff are required to be fully vaccinated.*

To Apply: Please fill out the application on our website:

<http://www.themusiccircus.org/contact/employment-opportunities/>