

Thursday, October 4, 2018

## Marketing Assistant work-study opportunity

Company: Steps on Broadway

Location: New York, NY

Compensation: Unlimited \$5 classes at Steps on Broadway

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Work-study opportunity at Steps on Broadway! Steps on Broadway is seeking a Marketing Assistant for all Youth Division programs for the 2018-2019 school year.

### General Responsibilities:

Assist the Marketing Associate at school events

Events: the School at Steps Marketing & Events Assistant is required to work events and performances, which may include longer hours and/or later shifts in addition to their normal shift. During Holiday Performance/ Spring Showcase, Assistant is asked to help Front of House, set up & clean up. (All dates and times are subject to change)

Assist the Marketing Associate with day-to-day general administrative duties

Assist with mailings for school programs

Maintain the school's aesthetic throughout the studio display locations

Spread the word by visiting preferred vendors throughout the city with school updates and materials

Monitor and post on blogs and social media pages

Conduct research on articles and content relevant to The School at Steps

Retrieve data from MindBody to analyze or enter into Constant Contact

Assist SAS Work/Study when necessary (including answering phones, assisting customers at front desk, etc.)

Check bulletin boards, postcard displays, marketing storage areas to ensure things are kept tidy, and up to date

Be familiar with The School at Steps schedule of academic year/ summer program classes and be able to advise parents and students where to go for more information

Utilize a high level of customer service and attention to detail

Please submit cover letter, headshot and resume

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