



North Orange County Community College District  
**EMPLOYMENT OPPORTUNITY**

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819  
 Telephone: (714) 808-4810 g Job Line: (714) 808-4811  
 E-Mail Address: [hr@nocccd.edu](mailto:hr@nocccd.edu) g Website: [www.nocccd.edu](http://www.nocccd.edu)

**Fine Arts Information/Marketing Representative**  
**JOB #FCC956**  
**\$3,352 - \$4,063 per month**

(The District pays employee's portion of PERS retirement contribution)



- DATE POSTED:** November 11, 2009 100% Position, 10 MONTHS PER YEAR
- CLOSING DATE:** November 30, 2009
- POSITION LOCATION:** Fullerton College - Fine Arts Division
- SCHEDULED SHIFT:** 8:00 p.m. - 5:00 p.m., Monday through Friday  
 (Schedule and shift are subject to change in accordance with department needs.)
- STARTING DATE:** As soon as possible

**TYPICAL DUTIES**

This position is responsible for the planning and organizing of a variety of marketing and public relations activities to promote interest in fine arts programs and events. Perform public relations activities to promote awareness of Fine Arts Division programs and events. Write, edit, prepare and distribute press releases promoting the Fine Arts Division programs and events for college and local newspapers, radio, television and website; publicize and promote Fine Arts schedule of events. Attend art exhibits, concerts and drama productions and promote these activities to the media. Coordinate photography activities, maintain photo file of Fine Arts performing groups concerts, exhibits and productions. Design, write and edit press information brochures, booklets, press guides and programs for distribution to media, public, colleges and universities. Assist with the planning and arrangement of annual festivals and events. Perform marketing duties; audience development, ticket promotions and fund raising events. Represent the Fine Arts Division at various community and media functions; prepare and present oral presentations concerning Fine Arts events. Maintain rental calendar for facilities; prepare facility rental contracts, invoice and collect rental payments; maintain accurate records and files. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

**QUALIFICATIONS**

Education and Experience: Associate degree in journalism, marketing, public relations or related field. Sufficient training and experience to demonstrate the knowledge, skills and abilities listed.

Ability to: Plan, organize and participate in a variety of marketing and public relations activities to generate interest in fine arts programs and events; write, edit, prepare and distribute press releases and a wide variety of information; direct a camera shoot and use a camera for publicity photos; analyze situations accurately and identify an effective course of action; plan, organize and prioritize work; meet schedules and time lines; work independently with little direction; understand and follow oral and written directions; establish and maintain effective working relationships.

Knowledge of: District organization, policies and objectives; rules, strategy, technologies and terminologies related to Fine Arts; principles and techniques of preparing, producing and disseminating public information; principles and techniques of establishing and maintaining positive public and community relations; marketing and public relations techniques.

Licenses and Other Requirements: A valid California driver's license. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0)

**DESIRABLE QUALIFICATIONS**

Knowledge of website maintenance, graphic design, desktop publishing, Microsoft Office, and graphic design software for MAC. At least two years of work experience related to the position.

OVER

**WORKING RELATIONSHIPS**

The Fine Arts Information/Marketing Representative maintains frequent contact with various District departments and personnel, faculty, students, media representatives and the public.

**WORKING CONDITIONS**

College or District office environment, fine arts events; subject to driving to a variety of locations to conduct work; extensive standing. Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

**APPLICATION PROCEDURE****Applicants MUST submit the following items:**

- 1) **District Classified Application** (*All sections must be completed.*)  
→ Applicants must answer all questions in the "General Information" section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.
- 2) **College Transcripts** (*May be unofficial.*) *The award of all degrees must be verifiable on a legible transcript.*

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing [hr@nocccd.edu](mailto:hr@nocccd.edu) or calling (714) 808-4810. Reference **Job #FCC956, Fine Arts Information/Marketing Representative**, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted.

**Applicants must submit a new application packet for each position.** Application packets previously submitted will not be pulled for resubmission.

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

**Mail or deliver your application packet in person to:**

North Orange County Community College District  
Human Resources, 9<sup>th</sup> Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **November 30, 2009, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications **does not** ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at <http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm>