FINE ARTS INFORMATION/MARKETING REPRESENTATIVE
JOB #FCC956
$3,711 - $4,498 per month

This is a classified position subject to a one-year probationary period.

DATE POSTED: December 4, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: January 30, 2015

POSITION LOCATION: Fullerton College - Fine Arts Division

SCHEDULED SHIFT: 8:00 a.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. Direct 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. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: Associate degree in journalism, marketing, public relations or related field AND 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)

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

Over
**DESIRABLE QUALIFICATIONS**

Two years professional experience in marketing, public relations, or graphic design. Experience working with web-based and social media advertising. Graphic design skill desirable but not required.

**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 REQUIRED**
   
   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. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2) **Official/unofficial transcripts with degree posted:**
   
   Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

3) **Cover letter and resume addressing job qualifications and responsibilities:**
   
   Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.

4) **Copy of valid Driver’s License:**
   
   Must be submitted with application. Applications submitted without a copy of valid Driver’s License will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

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 or calling (714) 808-4810. Reference Job #FCC56, Fine Arts Information/Marketing Representative, in all correspondence. You may include cover letters, resumes, and 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, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before January 30, 2015, 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.** All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. 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. Veteran status and people with disabilities are encouraged to apply. The District also is 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](http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm)