

## **Film Independent**

Job Description

Marketing Assistant

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### **Job Description:**

#### **DUTIES**

- Schedule meetings and reserve conference rooms
- Update contracts and route for approvals
- Draft, edit or cut down basic marketing copy
- Submit creative briefs to Graphic Designer to attain print/design media
- Closely proofread materials and fact check when necessary
- Coordinate and traffic marketing assets such as print ads, online ads, handbills and email blasts for approvals
- Liaise with marketing partners to deliver promotional materials by required deadlines
- Work with community partners to coordinate and create cross-promotions for events and programs
- Compile detailed records of marketing placements, impressions and values for event wrap reports
- Create, maintain and organize marketing library of past printed pieces
- Accomplish marketing and organization mission by completing related results as needed

#### **QUALIFICATIONS/REQUIREMENTS**

- 1-2 years of Marketing experience
- Hard-working, team player who takes initiative
- Ability to work with minimal supervision
- Knowledge of online/print advertising and familiarity with file types and standard specs
- Strong organizational skills and attention to detail a must
- Effective communication skills – both written and verbal
- Excellent proofreading skills
- Must be proficient in Microsoft Office, especially Excel. Photoshop and other Adobe knowledge a plus
- Ability to juggle multiple deadlines and priorities
- Interest in film a plus

#### **QUALIFICATIONS/REQUIREMENTS**

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Email resume and salary history to: [jobs@filminddependent.org](mailto:jobs@filminddependent.org)

**No phone calls or direct emails please.**