

Winterville Campus for Community and Culture
Job Position Announcement
Part-time Marketing Manager

The Winterville Campus for Community and Culture (WCCC) – which consists of the Winterville Community Center (WCC) and the Marigold Auditorium for Arts and Culture (MAAC) – desires to hire a part-time marketing manager working under the WCCC’s Interim Director. The job description is as follows:

- Work with the Interim Director to develop robust sales and marketing strategies for the campus to attract individuals and organizations (clients) that might wish to rent either or both facilities
- Implement the strategies by direct sales and indirect, online and offline marketing efforts targeting potential clients
- Market and advertise classes in the WCC and performance events in the MAAC to attract participants
- Collaborate with the Interim Director to brainstorm new ways to use the WCC and MAAC and help implement those possibilities
- Assist in documenting the policies and procedures of the WCCC
- Help supervise ancillary positions (such as a receptionist and janitor)

Desired Skills

- Excellent written and verbal communications skills
- Comfortable speaking with potential clients either in person or over the phone
- Familiar with office productivity tools such as Microsoft Office
- Well-connected to potential clients in Athens-Clarke County and surrounding counties (Oglethorpe, Oconee, Madison, Jackson, etc.) is a plus
- A bachelor’s degree (or higher) is desirable

Applications for this position must be sent as PDF attachments to the Interim Director of the WCCC, Dr. David Matthews-Morgan (wintervillecampus@gmail.com) by Monday, July 26. Email any questions regarding the position to the Interim Director.