



Part-Time Marketing and Production Assistant

Description

Do you have a passion for the arts and want to take part in running an international piano competition? Join Piano Cleveland this summer as our Part-Time Marketing and Production Assistant as we present the Cleveland International Piano Competition for Young Artists. In this role, you will manage essential duties like our box office operations while gaining experience and tools in marketing, media correspondence, and event production. This role is perfect for someone with a keen eye for details, customer service, and a creative spirit.

Duties and Responsibilities

- Production – 70%
 - Receive and process ticket orders in the Piano Cleveland office for performances during the 2026 Cleveland International Piano Competition for Young Artists.
 - Print tickets, mail completed orders and organize will-call batches for all concerts.
 - Interact with patrons both on the phone and in-person at concerts to answer any questions about tickets and the concerts.
 - Serve as the primary Box Office attendant for all concerts, including selling tickets and the door and overseeing will call.
 - Organize and transport all Box Office and ticket materials to and from the concerts.

- Marketing – 30%
 - Create basic designs for signage, posters, and social media graphics using Canva (or InDesign).
 - Write content for eblasts, website, and social media in addition to formatting emails using MailChimp.
 - Aid in maintaining the social media calendar and publicity schedule leading up to and during the competition.
 - Proofread and edit written materials before dissemination.
 - Post materials in physical locations (mileage reimbursed).
 - Data entry for mailing lists and databases.

- Other duties as assigned.



Schedule

- This position will work at the Piano Cleveland office for 8-10 hours per week beginning the week of June 8, 2026 through July 31, 2026. Times can be flexible depending on the candidate's schedule.
- In addition to the required in-office time above, the position requires the following in-person concert attendance in University Circle:
 - Friday, July 24 6:00-8:30 PM
 - Saturday, July 25: 12:30-3:00 PM
 - Sunday, July 26: 12:30-3:00 PM
 - Monday, July 27: 6:00-8:30 PM
 - Tuesday, July 28: 6:00-8:30 PM
 - Wednesday, July 29 – 3:00-8:30 PM (dinner to be provided)
 - Thursday, July 30: 6:00-8:30 PM
 - Friday, July 31: 6:00-8:30 PM
- The times above reflect the working hours of these events. You are welcome to stay to listen to the rest of the concerts, and a ticket will be provided for you if you wish.
- Some concerts may require on-the-ground data collection in the form of surveys or signup sheets.
- Set up and/or tear down tasks for events, including any changes in schedule, will be coordinated ahead of time.
- There may be times when Piano Cleveland is able to secure press coverage. This position may be asked to help staff press events which can require light physical labor as well as hospitality for the guests.

Compensation

- Total compensation for this position is \$2,500.
- The exact hours are an accurate estimate, but some flexibility may be necessary.