

# LC WORK SCHOLAR POSITION DESCRIPTION

## *Employment Levels*

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

**Intermediate Level**

Skilled Level

**Work Scholar job title:** Marketing and communications specialist

### **Describe the duties of this position.**

The Work Scholar will:

- Design and distribute promotional materials for Emerge art exhibits, community events and classes
- Update community calendars with Emerge's current events
- Draft (with assistance) and distribute press releases to the public
- Communicate with area organizations on current programming they may be interested in
- Support the maintenance and update of the website as needed
- If time/progression allows, provide mentorship to incoming high school aged interns

### **List the learning opportunities for this position.**

The Work Scholar will have the opportunity to work alongside professional graphic designers, promoters and marketers. As the Work Scholar advances in their skill set, they will be able to take the lead on design projects. Under the guidance of the Executive Director and Program Coordinator, the Work Scholar can develop larger-scale marketing strategies.

### **What qualifications are required for this position?**

The Work Scholar must have an interest in and knowledge of basic design concepts and writing styles. They must have a demonstrated history of strong written and verbal communication.

Experience in modern design tools and platforms (ex: Canva, Illustrator, Publisher) is desired.

Experience in event planning at any level is desired.

The Work Scholar must possess a positive attitude, a desire and willingness to communicate with the public, an ability to listen to criticism and feedback, and enjoy working with young adults and the arts.

**What skills are required for this position?**

The Work Scholar should possess demonstrated skill in:

- Written communication
- Verbal communication
- Social media platform use/management
- Modern design tool/platform use
- Event organization

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