***********  Position Open  ***********

Graduate Assistant for the Duquesne University Tamburitzans

**Previous Applicants need not apply**

**Starting Date:** Spring 2014 Semester  
Student will work 20 hours per week. Must be in the office M-F between the hours of 8:30 AM and 4:00 PM. Start date will be determined by anticipated projects and their deadlines. Student is required to work when University offices are open including Spring break.

**Included:** Tuition (no fees) and stipend

This student would be part of a graduate assistant team that develops and meets short-term and long-term marketing objectives for the Tamburitzans.

Specific responsibilities would include but not be limited to:
- Website maintenance and upgrades, maintain web stats
- Oversee Facebook activity
- Media development and production
- Photoshop/clean publicity pictures to use in all Tamburitzans marketing endeavors
- Create and submit display advertising with department approval
- Develop creative and artistic covers for our DVD’s, CD’s, and other promotional items
- Create advertising for direct mail purposes for the Tamburitzans’ shows.
- Other media development and marketing projects as required by the department that would fulfill our marketing objectives.
- Make suggestions/institute changes based on experience.
- Prioritize work to meet advertising and publicity deadlines.
- Research, communicate and work with various newspapers/publications and radio stations **nationally** to advertise our performances and auditions. Candidate should be very comfortable making contact and following up with these media companies.

Student should be proficient in the following:
Microsoft Office
Adobe Photoshop

Interested students should contact Karen Prykull, Assistant to the Director for the Tamburitzans at 412-396-5185 to discuss this opportunity and to schedule an interview.