

Part-time Booking Assistant (begins July 1)

The Booking Assistant's primary responsibilities are:

- Implement OFTY's extensive school and rental program marketing to achieve company objectives
- Pitch feature stories and generate media coverage throughout tour area (includes social media)
- Collaborate and work closely with the Operations Manager in administration of OFTY programming

Job Requirements:

- Excellent written and verbal communication skills
- Strong organizational and project-management skills
- Based in Madison, in-office position
- Understanding of publicity, digital, social media, tech as it pertains to marketing
- Knowledge of opera marketing and promotions
- Experience in related marketing role
- Familiarity with opera
- Computer skills desired: Excel, G-Suite, Adobe InDesign (Creative Cloud), Salesforce

The Booking Assistant reports to the Operations Manager and will provide a quarterly report to the Board of Directors. Compensation for this year-round position is set at \$16/hour for up to 20 hours a week.

Send resume and questions to info@ofty.org or call 608-277-9560

Opera for the Young
6441 Enterprise Ln, Ste 207
Madison, WI 53719
www.ofty.org