Marketing Production Assistant (Contract)

The Marketing Production Assistant works closely with our creative team to advance the mission of Out Montclair Inc., a small but rapidly growing non-profit organization created in 2021 to build community and promote inclusivity and equality for LGBTQIA+ people in Montclair, NJ, and its surrounding areas. Reporting to the Creative Director, the Marketing Production Assistant acts as a project manager for the creative team. This is a new position that responds to the rapid growth of Out Montclair and community demand for its programs.

Responsibilities

- Monitor the flow (initiation, design, production, delivery) of marketing materials and resources to ensure on-time delivery for events and engagement campaigns
- Review creative materials for adherence to design and productions standards that support the organization's branding strategy
- Coordinate production and fulfillment logistics with manufacturers and designers
- Participate actively as a member of the creative team, suggesting improvements on production elements within each project
- Identify issues and help troubleshoot to ensure projects remain on schedule and within budget
- Other responsibilities that may arise from time to time

Preferred qualifications

- Bachelor’s degree or higher in an art, design, marketing, or related field(s); or equivalent professional experience
  - This position is open to students nearing the end of their education that have completed a previous professional internship.
- Experience in marketing, production, or project management is preferred
- Ability to work efficiently with minimal supervision
- Understanding the language of design requirements is crucial, specifically the complexities and variances between digital and physical assets
- Enthusiastic, optimistic, and forward-thinking approach to community engagement
- Excellent interpersonal and conflict-management skills
- Demonstrated value of and ability to work effectively with diverse groups of people
- Passion, idealism, integrity, resourcefulness, and humility
- Familiarity with the issues and challenges facing LGBTQIA+ people in Montclair and around the country

Other information

- This is a contract position from early March through the end of June. Anticipated commitment is 5-10 hours/week. Total time for this role will be 100 hours.
- Work will be performed remotely, as Out Montclair does not have a physical office space.
- Must provide your own computer, monitor(s), internet connectivity, phone, etc.