



PHOTOGRAPHY BY WINK

DESIGN & MARKETING ASSISTANT

VENTURA HARBOR VILLAGE

& VENTURA PORT DISTRICT

JOB DESCRIPTION

A wonderful part time position to join as an integral team member of the Ventura Harbor Marketing Department. Assist with in-house design and event production for Ventura’s premier visitor and seaside destination/attraction. Drive business to the Harbor and contribute to the content curation for Ventura Harbor. Applicant should demonstrate passion, commitment and be career oriented to the marketing/design field. Enhance the visitor experience and connect the customer with the attraction via promotional campaigns and annual events in the Harbor Village.

QUALIFICATIONS

- Must be a strong creative writer (captions, blogs, etc.)
- Must be proficient in social media posting on all platforms
- Must be a self-starter, have strong communication, and excellent customer service skills
- Graphic design & photography experience
- Drive to continue to learn/improve marketing skills, event production, social media knowledge
- Detail-oriented, innovative and creative thinking to collaborate on strategies and campaigns with marketing staff
- Able to take direction on design projects
- Well organized to move projects through quickly/efficiently
- Personable, flexible, team player in fast-pace environment
- Able to prioritize, meet deadlines & make key decisions
- Some weekend event work required assist with event set ups
- Must be able to lift 50 lbs
- Must be available to work the following weekend dates: Sept. 7/8 | Oct. 26 | Dec. 13/14 | Dec. 21 + more dates in 2020
- Experience in PowerPoint, Excel, Photoshop, Hootsuite, WordPress, Mailchimp, and Canva are all a major plus!

DETAILS

- \$17-\$18 per hour
- Part Time Position
- 16-19 hours a week
- Wednesdays & Fridays preferred
- Occasional weekend shifts required to assist as event staff (please see qualifications list for specific event dates)

RESPONSIBILITIES

- Maintain Harbor website calendars weekly on WordPress, and design banner ads as needed
- Collaborate with the marketing team to develop new social content – photo and video
- Serve as a Harbor representative as front-line hospitality at Harbor Village Visitor Booths
- Support and hands-on production for Harbor Village Events
- Compose bi-monthly E-newsletter on MailChimp and help to increase subscriber base
- Admin. support to ensure projects are completed working with Marketing Manager
- Assist Marketing Team with overall departmental aspects, admin duties, submit vendor income, & event budgets
- Distribution of materials/maps weekly in Harbor Village

HOW TO APPLY

Please prepare:

1. Cover Letter
2. Resume
3. Samples

Send to Marketing Manager, Jennifer Talt Lundin, via email jtaltlundin@venturaharbor.com
Subject: Ventura Harbor Design & Marketing Assistant