



**Interviews In Progress
Applications received
until position is filled.**

Submit resume, cover letter,
letters of recommendation
& samples of work to:

publicity@sonomacountyfair.com

Marketing and Public Relations Assistant

The Position:

- Hourly, non-benefited position, subject to payroll tax withholding
- Seasonal position Mid-June through Mid-August
- Approximate hours are below. Hours not to exceed 350 cumulative hours:
 - June - 48 hours, Tues-Fri
 - July - 160 hours, M-F (possible weekends)
 - August - 110 hours*, M-F (some weekends)

*Workdays/Hours increase during The Sonoma County Fair August 3 - 13, 2017. Must be available for all 11 days of Fair.

The Ideal Team Member:

- Knowledge of social media platforms (Facebook, Pinterest, Twitter, YouTube, etc.) is essential
- Working skills in Adobe programs (InDesign, Photoshop, Illustrator, etc.)
- Possesses strong written and oral communication skills
- Manages absolute deadlines, demonstrating excellent time management and organizational skills
- Works well with a team and under the supervision of the Fair Management and/or Publicist
- Enjoys multi-tasking, learning quickly and working in a fast-paced environment
- Spanish speaking &/or knowledge of HTML code are a plus

Potential Duties:

Marketing and PR Assistant position may include assistance with any of the following:

- Posting to social media and assistance with online promotions
- Creating and distributing weekly press releases and e-blasts
- Working closely with local media to coordinate interviews and on-site promotions
- Coordinating with photographers on special requests and highlights to capture daily
- Website updates with assistance of web designer
- Scheduling of daily PA Announcements for during Fair
- Response to requests for Fair information
- Any other marketing or public relations efforts, as deemed necessary

Pay Rate:

- \$12/hr (Negotiable DOE)