
Title of Position *	Part Time Public Relations Assistant
Institution *	City of Lubbock Museums
Position Location: City & State *	Lubbock, Texas
Position Closing Date	

About the Institution

The City of Lubbock Municipal Museums are departments of the municipal government. The Buddy Holly Center, a historical site, has dual missions; preserving, collecting and promoting the legacy of Buddy Holly and the music of Lubbock and West Texas, as well as providing exhibits on Contemporary Visual Arts and Music, for the purpose of educating and entertaining the public. The vision of the Buddy Holly Center is to discover art through music by celebrating legacy, culture and community. www.buddyhollycenter.org

The Silent Wings Museum, a public institution, preserves and promotes the history of the World War II military glider program by creating an environment for collecting, documenting, interpreting and exhibiting artifacts and information for public education and enjoyment. www.silentwingsmuseum.com

Institution Website Address	http://www.ci.lubbock.tx.us
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Summary of Responsibilities

Assist with planning, organizing, implementing and monitoring the public relations, marketing programs and special events.

Essential Functions:

- Prepare and maintain monthly e-newsletters and calendars, including creation and management of email addresses and feedback;
- Plan, develop, implement and maintain internet social media programs, including Facebook, Twitter, Pinterest, and Instagram, and research and recommend new emerging internet technologies;
- Add department events to outside community calendars including print and internet calendars and prepare event slides for City Channel 2 Carousel program;
- Develop and maintain websites, including creation of new pages, updates and routine maintenance;
- Create and update event posters, tickets, flyers and print advertising;
- Perform related duties as required

Knowledge and Abilities:

- Procedures and fundamentals of marketing, public relations, advertising, and internet technologies;
- Marketing principals associated with the promotion of recreation facilities, programs and special events;
- Computer principals and procedures including internet, website and social media technologies.

Ability/Skill to:

- Prioritize and schedule work to meet deadlines;
- Work independently in the absence of specific instructions;
- Communicate effectively orally and in writing;
- Spell and use correct grammar;
- Perform at a high level of customer service;
- Use standard office equipment.

Physical Requirements:

- Occasionally stand, walk, kneel and bend during shift;
- Push and pull objects during shift;
- Occasionally lift and carry up to 10 pounds;
- Occasionally flex upper trunk forward at the waist and partially flex at the knees;
- Occasionally rotate upper trunk to the right or left or forward while sitting or standing;
- Place arms above, at or below shoulder height.

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Required Qualifications

Qualifications:

Completion of a high school diploma or the equivalent with an additional two years of college education or related experience in marketing, public relations, social medias, graphic art or advertising with additional experience which provides the following knowledge, abilities and skills:

Prefer Illustrator and InDesign knowledge

Compensation

\$10.826 hourly

Apply at this Website:

<http://www.ci.lubbock.tx.us>

Apply with this email:

Special Instructions to Apply:

Applications must be submitted through the City of Lubbock's Human Resources Department or online at the City's website. Do not contact the Museums.
