

Job Title: Marketing and Operations Assistant

Location: Tacoma (In-Person Required with some Remote Flexibility)

Position Type: Part-Time

Salary: \$17/hour (initial 3 months) | \$17.50/hour (post-training/trial period) | Opportunities for raises every 6 months

Hours: 6 hours per week (4-6 hours in-person, 0-2 hours remote)

Job Description:

AMP Studio, a local podcast and audiobook production company, is seeking a motivated and detail-oriented Marketing and Operations Assistant to support our growing business. This role involves a variety of tasks related to communication, content creation, and opportunities for basic multimedia editing. If you're organized, creative, and eager to learn, this could be the perfect opportunity for you!

Key Responsibilities:

- **Communication:** Efficiently reply to client inquiries received through email and contact forms. Attend weekly meetings. Meet a variety of deadlines.
- **Basic Graphic Design & Website Updates:** Update and create graphics for our website and social media platforms using Canva.
- **Content Drafting:** Draft and proofread newsletters, emails, and blogs to be utilized in marketing and informing potential clients.
- **Basic Audio/Video Editing:** Opportunities to learn and perform basic editing tasks for audio and video production as needed.

Job Details:

- **Salary:** \$17/hour during the first 3 months; \$17.50/hour after successful completion of the training/trial period with potential for raises every 6 months.
- **Hours:** Start with 6 hours per week. The schedule includes 4-6 hours in-person at offices located in Tacoma, Washington on Tuesdays and/or Wednesdays. Additional potential remote work possible.
- **Learning Opportunities:** Gain experience and skills in audio/video production using tools such as Audacity, ProTools, Adobe Audition, Descript, and Premiere Pro.
- **Contractor Position:** Paid through invoice and 1099 to start.

Qualifications:

- **Located in the Tacoma, Washington area and able to meet in person weekly.**

- Proficiency in Canva and Google Apps preferred.
- Knowledge of social media, blogging, websites, and marketing preferred.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Attention to detail and a creative mindset.
- Basic understanding of audio/video editing tools is a plus (willingness to learn is essential).

To Apply:

Please submit your resume and a brief cover letter outlining your relevant experience and interest in the role. We look forward to hearing from you!

Submissions accepted until September 12, 2024. Approximate start date October 2024.

AMP Studio LLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and contractors.