



Job Title: Assistant Marketing Manager

Department: Marketing

Reports to: Marketing Manager

FLSA Status: Full-time, Salary, Exempt

Summary:

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for **Assistant Marketing Manager** for the **Peoria Civic Center**. Create, deliver, and manage marketing messages for Peoria Civic Center and its events within the facility and through various external channels. This position works directly with the Marketing Manager and the Director of Sales and Marketing on all activities throughout the facility.

Essential Duties and Responsibilities:

- Update and maintain internal department documents including event calendars and show files.
- Coordinate digital messaging within the venue including digital slideshow program, directional graphics, outdoor marquee, and menu boards.
- Write copy, schedule and publish content for social media (Facebook, Twitter, Instagram, LinkedIn), engaging with fans and monitoring comments and messaging.
- Update copy, add events and public board meeting information as needed to venue website.
- Create and schedule email blasts.
- Assist with ticketed event marketing campaigns and maintain documentation.
- Assist with marketing show responsibilities including photography and escorting media.
- Assist with customer service.
- Graphic design projects including localizing show artwork.
- Other duties and responsibilities as assigned.

Supervisory Responsibilities:

No direct reports for this position.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in Marketing, Communication, Multi-media design or related field preferred and/or relevant experience.
- Marketing related experience or evidence of interest in field required.

Skill and Abilities:

- Excellent communication, interpersonal and organizational skills including accurate spelling, proper grammar, and strong orientation to customer service.
- Ability to work effectively in conjunction with staff and all departments.
- Ability to work in a fast-paced environment.
- Ability to use computer keyboard as well as visual acuity to view and analyze graphics, data, and figures.

Computer Skills:

- Proficient in Microsoft Office and Adobe Creative Cloud design software.
- Graphic design and photography experience preferred.
- Video editing experience is a plus.

Working Conditions and Physical Demands:

This position is not substantially exposed to adverse conditions. Hours of work may vary due to event coverage, with core hours between 8:00am – 5:00pm. While performing the duties of this position, the employee is regularly required to move around the facility; to stand for periods of time during events; speak and hear.

To Apply:

Apply via Indeed.com or the [ASM Global Career Portal](#).

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Applicants who need reasonable accommodations to complete the application process may contact Peoria Civic Center Human Resources at mjohnson@peoriaciviccenter.com.