

**Position Title:** Public Relations Assistant

**Hiring Manager:** Susie Stockwell, Director of Public Relations

**Department:** Marketing and Communications

**Number of Openings:** 1

**Hours per week:** 3-5 hours per week (or 6-10 hours per pay period);  
on an assignment basis

**Hourly Rate:** \$14.25/hour

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make

**Position Description:**

The MassArt Marketing and Communications department is seeking a Public Relations assistant to support the external communications efforts of the college. The ideal candidate would be a strong writer and editor and would be passionate about building community and promoting the events and programs at the college to our external audiences.

Primary responsibilities:

- Posting MassArt's public events and exhibitions to external event calendars such as ArtsBoston and the Boston Calendar (MassArt Art Museum, CACP, MassArt x SoWa, and academic lectures)
- Writing brief pieces of content for the website such as MassArt Stories, Course Spotlights, or Announcements
- Other duties per the students' experience and interest.

This is a fantastic opportunity for a student interested in arts administration, marketing or public relations, or a student pursuing a degree in History of Art or the Creative Writing minor.