About PWTF

The Philadelphia Women’s Theatre Festival is more than an annual event. We are an institution for change. The Philadelphia Women's Theatre Festival fosters and encourages women in the performing arts by offering unique opportunities for exposure, professional, artistic and personal development and a platform for performance.

Timeline: Seasonal, April-August

Hours: 80-100hrs total

Pay: $20/hr

PWTF seeks a Marketing Assistant to execute social media, email, and press engagement for our 2023 season. Marketing Assistant will be responsible for the following:

* Report to Managing Director Autumn Blalock
* A total of 80-100 hours during the 2023 season (April-August 2023).
* Creation of social media posts around the calendar prepared by PWTF. Please note hours depend on the need required, any changes will be communicated.
* Coordination on social media calendar with the Managing Director.
* Drafting and sending all marketing press releases
* Creating and/or editing monthly emails and all event emails for PWTF work
* Attending regular Outreach meetings (virtually)
* Record hours on timesheet along with completed tasks
* Occasionally assisting in Development social media or other email; postings.
* Participate in the 2023 Festival weekend
* All other tasks agreed upon with Managing Director

The ideal candidate has one or more of the following experience/education:

* Completed formal classes of any kind in marketing, communication, business, or a related field.
* Has managed a social media platform for themselves or others for six (6) months or more.
* Is interested in advancing women in theatre through community engagement
* Has previous work experience lasting six (6) months or more.

Marketing Assistant role is paid $20hr, paid via mailed check.

PWTF is a women's theatre festival committed to diversity, equity and inclusion by embracing all people and viewpoints. We aim to embrace intersectionality and serve people of all colors and backgrounds, inclusive of our BIPOC, non-binary, and trans community members. PWTF does not discriminate based on age, race, sexual orientation, gender identity/expression, religion, or ability. Through staffing, casting, and programming that reflects the diverse makeup of our community and our world, we are dedicated to creating accessible theatre for the Greater Philadelphia Region and its theatre artists. Our story is to #ChangeTheStory.

To apply, please send a resume, a writing sample, and one reference to autumn@phillywomenstheatrefest.org