



LOBEROTHEATRE

Position: LTF Office Volunteer/Intern

Supervisor: LTF Administrative Staff & House Manager

Description: To provide support to the Lobero Theatre Foundation administrative staff.

Duties and responsibilities:

1. Social media monitoring & posting (daily)
2. Check for customer inquiries and look into finding the answers
3. Think of a creative post for each social media channel based on current events at the theatre. Consult with Marketing & Communications before posting.
4. Monitoring of PR Clippings (daily)
5. Using PR software and alert emails, identify and save relevant clippings for future use and reporting.
6. Entering events onto external calendars (as needed)
7. Several calendars around town need to be manually updated with copy and photos.
8. Proofreading event copy (as needed)
9. Checking for correct grammar, typos, punctuation as well as overall clarity and ease of understanding.
10. Creating and storing Marketing & Public Relations reports (monthly)
11. Reports include: Google Analytics, PR software and social media outlets, etc.
12. Collecting and scanning a few local publications to find mentions of Lobero Theatre activity (weekly)
13. Montecito Journal/SB Sentinel/CASA magazine - as of yet, do not have online presence... *this is TBD, as I'm hoping they will in the next several months.*
14. Database entry & maintenance (as needed)
15. Accurate input of data into database to assist with maintenance & cleanup
16. Events (as needed)
17. Event work may include, but is not limited to: guest check-in, collection & processing of donations, event set-up and break down, enforcing door list.
18. Filing, scanning, answering phones, assistance with mailings, and other tasks assigned by supervisor
19. Other tasks assigned by staff (as needed)

Requirements:

1. Computer skills and knowledge of Microsoft Office.
2. Excellent attention to detail.
3. Ability to communicate well with a variety of patrons in person and on the telephone.
4. Flexible schedule.
5. Willingness to work weekends and occasional evenings.

To apply please email application, resume, cover letter, and references to:
Daniel Ramirez at dramirez@lobero.com