



If you're looking for a part-time job in a creative field, you're in the right place.

As my assistant, you will have the opportunity to create an extraordinary experience for the actors I work with. Your duties will range from managing and expanding the ActorWebs online community and website, creating and upgrading workflow systems, and updating client websites.

My mission is to provide actors a simple, effective, and affordable way to tell their stories online, and I'm looking for the perfect addition to my team.

This job is for you if:

- You have experience in the entertainment industry and you love helping actors.
- You have a great work ethic, but don't take yourself too seriously.
- You're tech savvy, like to write, and don't mind working on the computer a lot.
- You're naturally organized, detail-oriented, and work well independently.
- You heart admin.

This job is not for you if:

- You're not a people person.
- Logistics make your eyes cross.

I value creative problem solving, extraordinary attention to detail, efficiency, clear and compassionate customer service, resourcefulness, and initiative - I love it when you think of stuff before I do.

The following qualifications are a must:

- Excellent customer service skills via email, and on the phone
- Experience managing social media accounts using Hootsuite
- Experience creating campaigns and managing lists and automation via MailChimp
- Proficient at Photoshop or equivalent image editing software
- Experience uploading videos to YouTube and Vimeo and embedding into websites
- Proficient at Word and Pages
- Experience with HTML and CSS
- Extremely organized with precise attention to detail
- At least 2 years experience working in an office or as a virtual assistant



The following qualifications are a plus:

- Writing skills, including copywriting, proofreading, press releases, blog writing
- Experience using LightCMS or other CMS platform
- A killer Christopher Walken impression

This is a part-time freelance position and offers a lot of growth potential. I'm shooting for a mid-June start date.

To apply, email a personal cover letter in the body of your email and attach a PDF of your resume to amy@actorwebs.com.

Please highlight how your specific experience and skill set meet the qualifications mentioned above. I want to know what your unique skills are and why you would make an awesome addition to this team.

Thank you. I look forward to your application.