



**Job Title: Marketing Assistant (Full Time & Part Time Openings)  
Interviewing Now**

**Company Description:**

Leanne Schanzer Promotions, Inc. (LSP) is a marketing and promotions agency in New York/New Jersey that has represented over 450 clients in 35 years. We specialize in Broadway, Off-Broadway and Entertainment marketing in the New York City tri-state area.

**Job Description:**

Assist in all aspects of marketing, communications, business and general administrative duties to include: Coordinate media placement (for print, broadcast & digital advertising), conduct online research, update and maintain marketing updates & media plans, communicate with promotional partners, advertising and press agencies, assist with mailings, distributions and grassroots outreach etc.

**Required Qualifications:**

- Bachelor's degree in Marketing, Communications or related experience
- MUST have excellent communication skills (both written and verbal) and strong relationship building skills
- MUST be proficient in MS Word and Excel
- MUST be highly organized, outgoing, able to take direction and initiative and self-starter
- Strong work ethic, attention to detail, motivated, and excellent time management skills
- Able to prioritize deadline driven workload in busy work environment
- Effective team player / collaborator

**Bonus Qualifications:**

- Prior work experience & knowledge of Marketing & Communications
- Passion for Theater
- Knowledge of Google AdWords, Analytics, etc.
- Experience in managing social media content

**Other Information:**

- Full Time Hours: 9:30am to 5:30pm
- Part Time Hours: Flexible: 2 - 3 days per week
- Perks include complimentary tickets to Broadway and Off-Broadway theater
- Compensation to be discussed during interview
- Personal transportation necessary
- Position is located in Holmdel, New Jersey and is a home based office
- Experience preferred but willing to train the right candidate

**Contact Information:**

**Interviewing Now - Please email cover letter, resume, and 3 references to:**

Justin Schanzer, Vice President - [LSPJustin@gmail.com](mailto:LSPJustin@gmail.com) with the subject line "LSP Marketing Assistant"  
Once we have reviewed your resume we will contact you for an interview.

NO PHONE CALLS PLEASE

LSP Website: [LeanneSchanzerPromotions.com](http://LeanneSchanzerPromotions.com)