



Publications & Events Manager

The Events, Publications & Marketing Manager is a renewable contract position, that is responsible for coordinating the Foundation's upcoming events, as well overseeing Foundation publications (both hard copy and electronic), while managing in-house mailing lists. This position, part of the Foundation's communications division, is offered on a contract basis, initially through August 31, 2005.

Responsibilities:

- Coordinate upcoming Foundation events, including advance work on the annual Policy Orientation and newly established Policy Primers
- Refine the Foundation's publications and internal marketing efforts, especially through electronic and hard-copy mail
- Oversee publication/distribution schedule of research reports
- Draft and publish the quarterly newsletter and journal, *Veritas*
- Draft and publish brochures and other printed materials in conjunction with the needs of the research and development directors
- Assist in the Foundation's ongoing government relations projects
- Other duties as assigned

Qualifications:

- Bachelor's Degree
- Strong writing skills
- Experience in coordinating events
- Experience with printed publications, including editing, layout and design
- Experience with graphic arts and e-mail publication
- Familiarity with Texas policy environment
- Demonstrated ability to work effectively in small workplace
- Demonstrated support of free market principles
- Ability to articulately advocate Foundation principles to legislature, media and general public

Compensation:

- Monthly pay range between \$2,500 and \$3,200, based on experience.

Please send resume, references, and work samples to:

Director of Operations
Texas Public Policy Foundation
411 Brazos St., Ste. 99, Austin, Texas 78701
Or by fax: 512-472-2728