

Wednesday, December 3, 2014

Media Director

Company: Heidi Duckler Dance Theatre

Location: Los Angeles, CA

Compensation: To be commensurate with experience

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Vivian Babuts

Position Description: Working closely with the Artistic Director, the Strategic Director, and Experience Director, the Media Director will manage the company's overall online image, promotional strategy and, branding. Heidi Duckler Dance Theatre is seeking someone who has strong creative and interpersonal skills, an eye for detail, a desire for a career in arts administration, and a passion for the performing arts.

Position reports to: Artistic/Executive Director

Principle Duties and Responsibilities

- Maintain overall company voice and content through promotions and branding
- Generate and execute organizational Marketing Plan
- Create all company graphic design for productions, outreach programs, fundraisers, etc.
- Issue press releases and media advisories and manage press database and relationships
- Coordinate social media accounts, posts, advertisements, and membership engagement/cultivation
- Design and issue e-blasts, event calendar listings, and online advertisements
- Design, order, and distribute printed company materials
- Manage the design and content of the website
- Assist in grant writing as needed

Required Qualifications:

- Excellent oral and written communications skills, as well as the ability to manage multiple tasks and deadlines simultaneously
- Graphic design skills. Working knowledge of the Adobe Creative Suite and familiarity with print production.
- Knowledge of digital media management, web design, and PatronManager is a plus.
- Experience in video editing and iMovie or Final Cut preferred
- Undergraduate college degree required.
- Minimum 2 years of work experience. Background in the arts preferred.
- Own a car/valid driver license

Salary/Hours: The Media Director will work part-time, 20 hours per week, to grow into a full-time position. Pay will be commensurate with experience.

Position open until filled. For immediate hire.

How to apply: Please submit a cover letter, resume, and writing sample to heidi@heididuckler.org. Include "Experience Director" in the subject line.

Company Description: Heidi Duckler Dance Theatre creates ephemeral contemporary art experiences in extraordinary places that boldly redefine the relationship between audience and art. Through cultivating innovative collaborations with artists, arts organizations and underserved communities, the company brings meaningful interdisciplinary dance to new audiences throughout Los Angeles and the world. Founded in 1985, Heidi Duckler Dance Theatre is a nonprofit, site-specific dance performance company based in Los Angeles, California.

