

Tuesday, July 21, 2015

Cumbe Dance Studio is Hiring a Marketing Assistant (Part-Time)

Company: Cumbe: Center for African and Diaspora Dance

Location: Brooklyn, NY

Compensation: Hourly, commensurate with experience + class perks

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Josh Gilbert

If marketing and social media are your jam and you have a passion for bringing people together through dance and music, read on! The successful candidate will work closely with a small team to grow our 3+ year-old Brooklyn dance studio.

Job Title: Marketing Assistant – Part Time (25 hours per week)

Description: The Marketing Assistant will serve as our social media community manager, assist with digital and print communication, and play a key role in developing online content. They will work directly with the Marketing Director in the office as well as remotely.

Responsibilities

- Manage editorial calendar for social media channels
- Assist in developing, executing, and tracking marketing initiatives
- Take photos and videos of classes/workshops for sharing on social media
- Assist in customer relationship management
- Assist in creation of print and digital marketing collateral
- Assist in keeping our website updated and accurate

Skill Requirements

- Good communication skills, unafraid to ask questions
- Strong writing skills, savvy with crafting engaging social posts for different channels
- Detail-oriented and rigorous about proofreading for errors
- Good time management skills, able to make deadlines and prioritize
- Able to work independently and as part of a team
- Able to be flexible and adapt to changes
- Great at social listening and engaging with others online
- Fluent with social media scheduling applications (ie. IFTTT, Tweetdeck) and interested in the latest trends and technology
- Plus: Knowledge of WordPress and Adobe Photoshop
- Plus: Knowledge of African and diaspora dance and music

To Apply

Please send the following to michelle@cumbdance.com:

- A short cover letter explaining why you're excited to work for Cumbe
- Include links to some of your social media channels (or screenshots of some of your social media posts)
- Your resumé

Cumbe: Center for African and Diaspora Dance
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For more information:
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