

Wednesday, July 18, 2018

## Proteo Media + Performance | Communications Associate

Company: Proteo Media + Performance  
Compensation: yes

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# PROTEO

MEDIA + PERFORMANCE

Proteo Media + Performance | Communications Associate

Application Deadline: August 6, 2018

Start Date: September 5th, 2018

To apply please email [info@proteomedia.com](mailto:info@proteomedia.com) with the following:

SUBJECT: Communications Associate

MATERIALS: Resume, Bio, Cover Letter, Links to Social Media or Media work

### Position Summary

Proteo Media + Performance is seeking a freelance Communications Associate to join our team. The Communications Associate will be in charge of the online and print presence of Proteo, including social media, newsletters, production marketing, and website upkeep. The job will require an approximately 5hr/wk commitment and the selected candidate can work remotely or at our office location in the East Village. Work will be on the candidates own time with required monthly meetings. The Communications Associate will work closely with our Artistic Director, Managing Director and our Social Media/Marketing intern.

This is a paid independent contractor position with opportunity for growth as the company grows.

### Responsibilities

Social Media: manage Proteo's social media accounts including FB/Instagram

Newsletter: creating newsletter templates, creating/sending monthly newsletters, and maintaining contact database

Website: update and upkeep

Events: creating marketing and press material for upcoming performances, classes, and festivals

### Qualifications

Experience in running arts-based social media accounts

Proficiency in Adobe Creative Cloud design software

Proficiency in Video Editing software (can train)

Proficiency in Squarespace and Mailchimp

## About Proteo Media + Performance

[www.proteomedia.com](http://www.proteomedia.com)

Proteo Media + Performance produces creative experiences that engage live performers, film, projections, installations and other forms of visual/digital data. Headed by Kathleen Kelley and a team of collaborators across art forms, our work explores rich intersections between technology and the the body. We value collective ways of making and alternative support structures for art practices. You can find our work in galleries, dance performance venues, video festivals, and online literary magazines. Recent venues include: Gowanus Loft, the Center for Performance Research, Triskelion Arts, Green Space, the SOAK Festival, the CURRENT SESSIONS, Nimbus OFFLINE series, the HATCH series, TriQuarterly Literary Journal, Philly FringeArts Digital Fringe Festival, Moving Poems blog, Small Po[r]tions Intermedia Literary Journal, and the Rutgers University Momentum Technology Videos Festival.

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Proteo Media + Performance  
<https://www.proteomedia.com/>

For more information:  
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