

Friday, November 15, 2019

Brooklyn-Based Dance-Theatre Company Seeks Digital Media and Communications Associate

Company: New Brooklyn Theatre

Location: Brooklyn, NY

Compensation: Commensurate with experience

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Our registered 501(c)(3) dance-theatre company is now accepting résumés for a part-time (10-15 hours per week) Digital Media and Communications Associate position. This position entails assisting in the design of social media show campaigns (Instagram, Facebook), and e-newsletters. We are seeking candidates with at least two years of professional experience in arts administration, with excellent verbal and written communication skills. Applicants should have experience in the following applications: InDesign, Photoshop, Lightroom, Mailchimp, and Squarespace. Considered applicants will be asked to provide portfolios of their original digital media and design work. The Associate will work remotely and report directly to the Executive Director and Artistic Director. Compensation will be commensurate with applicant's experience. The position is not an entry-level position, and has room to grow into a larger role in the company. This position has an immediate start date.

Responsibilities of the Digital Media and Communications Associate include but are not limited to:

Assist with updates of website and design of marketing materials

Design layout and aesthetic of bimonthly e-newsletters

Strategize, design, and execute social media marketing campaigns in conjunction with the Executive and Artistic Directors.

Assist the Executive Director with event and performance planning

Please send cover letter and résumé to rpritzlaff@newbrooklyntheatre.org

New Brooklyn Theatre
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www.thefeath3rtheory.com

For more information:
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