

Thursday, August 27, 2020

Hiring! Marketing Manager and Education & Outreach Administrator

Company: Pentacle
Location: New York, NY

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About the Organization:

[Pentacle's](#) mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, Pentacle enriches the cultural landscape through cross-sector partnerships in multiple communities across NYC and the U.S. Since 1976, Pentacle has been a model in the arts administration field, enabling performing artists to focus on what they do best—create art and engage with audiences.

About the Position:

Pentacle is seeking a full-time administrator to join its energetic and experienced staff. They will divide their time between Marketing and Pentacle's Education and Outreach programs.

The Marketing Manager job entails responsibility for administration of marketing endeavors for all of Pentacle's programs. They will report directly to the Associate Director and will work alongside Pentacle's Marketing Committee- comprised of members from the Board of Directors and Pentacle staff.

The Education & Outreach Administrator, job entails oversight of: #1) [In-School Programs for K-12 students](#); #2) [Community Programs](#); and #3) Three [Career Development programs](#): Arts Management Training Fellowship; Cultivating Leadership in Dance; and the High School Internship Program. This work is done in a collaborative team environment alongside other staff administrators, the Associate Director, and Pentacle's Director.

Responsibilities Include:

Marketing:

- Creation of the annual marketing plan and budget
- Social Media Management & Content Creation
- Digital Marketing
- Ad Management
- Collect and report on marketing analytics
- Ability to work in collaboration with program managers across all departments

Education & Outreach:

- Administration and supervision of all E&O programs
- Correspondence with teachers, principals, and teaching artists
- Oversee evaluations at conclusion of each program
- Invoice Management
- Recruitment of program participants for Career Development programs
- Work with senior leadership in developing of new programs and strategic planning for existing programs
- Available to visit onsite programming locations throughout NYC(with proper PPE)
- Attend company staff meetings, workshops, and events (remote until further notice)

Requirements:

We are looking for bright candidates who are strong communicators, take initiative, and are very organized. Additionally, we are looking for

candidates that share our mission, have a strong work-ethic, and can successfully work within more than one department. Basic knowledge of mailchimp and all social media platforms, previous experience managing a marketing campaign, and excellent writing skills are preferred. Candidates should have a passion for educational programming and be willing to make onsite visits as needed.

Compensation & Benefits:

This position is full-time (40 hours per week). Salary is commensurate with experience.

How to Apply:

Interested applicants should email their resume and cover letter to: clarissas@pentacle.org

Pentacle
75 Broad Street suite 304
New York, NY, 10004
2122788111
www.pentacle.org

For more information:
Clarissa Soto Josephs
clarissas@pentacle.org
2122788111 ext.3427

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