

Wednesday, June 30, 2021

Movement Research seeks Media & Communications Manager

Company: Movement Research
Location: New York , NY
Compensation: \$22/hr

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Applications are being accepted on a rolling basis until the position is filled.

Interviews to begin the week of July 5, 2021. The position start date is August 30, 2021. A paid training period for the position will take place between July 15 through August 13, 2021.

We will invite 6–8 applicants for individual interviews that will take place virtually over Zoom. After the individual interviews, we anticipate inviting 2–3 individuals for a second round interview, which may take place over Zoom or in-person. For accessibility purposes, if you need accommodations to interview over Zoom, please let us know these in your application.

Media & Communications Manager is a 30 hour/week position at Movement Research, with a strong possibility of moving to 35 hours/week in January 2022.

Schedule is expected to be 3–4 days per week in the office with the potential for some remote work.

The position is paid hourly; compensation is \$22/hour.

Employee contribution 403(b) plan is available.

Movement Research Employees receive free access to Movement Research classes and selected workshops.

The Movement Research office and studios are located in 122 Community Center at 150 First Avenue, New York, NY 10009. The second floor office is accessible by elevator. Studios and restrooms are wheelchair accessible; restrooms are all gender.

TO APPLY:

To apply, please email the following materials to work@movementresearch.org with "Media & Communications Manager" in the subject line:

Resume

Cover letter

Name, title, organization, email and phone number for two to three professional references.

Accommodations for the job interview (we can offer closed captions, live transcript, ASL interpretation, and audio description for the interview)

If available, please include a 2–3 writing samples and 1–2 graphic design samples. Specify your contribution/role in their creation.

Suitable writing samples include print or digital marketing materials, press releases, newsletters or eblasts, social media campaigns, and website copy.

Movement Research continuously seeks to engage a more diverse and inclusive participant body and strives to recognize individuality and create equal opportunities for all, regardless of race, class, gender, disability, ethnicity, sexuality or age. MR is committed to maintaining a strong connection to an existing diverse community of experimental artists and audiences, while at the same time expanding its definition of experimentation to more broadly include working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the incredible need to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

Please direct questions via email to work@movementresearch.org. For accessibility purposes, if you need to speak by phone, we would be happy to call you if you send us your name and phone number by email.

QUALIFICATIONS

Minimum of 3 years media & communications experience in artists services and/or performing arts field.

Strong communication, writing and organizational skills.

Exceptional copy-editing skills and attention to detail.

Experience with website management.

Graphic design skills and/or experience working with graphic designers.

Experience creating print and digital marketing materials.

Familiarity with the following is a plus: Craft CMS, Wordpress, Givelively, Ti.to, Adobe Creative Cloud, MailChimp, and WordPress.

Experience with Google, Mac platforms and social media platforms required.

Ability to work both independently and as part of an administrative team.

Knowledge and/or interest in national and local performing arts.

JOB DESCRIPTION

The Media & Communications Manager reports to Executive Director Barbara Bryan and Managing Director Anna Adams Stark. Direct reports include 1–2 Associate positions and departmental interns. This position is responsible for crafting and executing communications strategy for a 43-year-old artist services nonprofit dedicated to supporting experimental dance artists. Responsibilities include to plan and execute 8 separate yearly print and digital campaigns to promote an annual Gala, 20 weekly classes, 3 residency programs, 2 internationally renowned print and digital publications, 4 seasonal festivals and intensives, free public events, and international artist exchanges.

RESPONSIBILITIES

Digital Media & Communications

Maintain Movement Research website.

Oversee publishing of new content.

Maintain up-to-date information.

Coordinate web interfaces for ticketing, applications, workshop registration and payment.

Strategize and manage social media and web presence.

Manage consistent and creative social media presence.

Compile, collaborate and/or create content for digital platforms.

Maintain online listings with diligent accuracy.
Design and send eblasts (Weekly, Monthly, Artist Opportunities, MELT, Festivals)
Work with Development to strategize, design, and enact giving campaigns.
Design and send press releases.
Oversee production of Annual Gala program.

Print Media & Communications

Oversee creation, production, and distribution of all print marketing materials including brochures, season calendars, special event postcards, etc.
Support Programming Staff by organizing in-process schedules (using Excel and Google Sheets).

Publications & Advertising

Collaborate with Associate on administration of Movement Research's two publications Movement Research Performance Journal (MRPJ) and Critical Correspondence (CC).
Create advertisements in external and internal publications and platforms.

Photo, Video and Audio Archive

Manage event documentation (book videographers and photographers).
Maintain a comprehensive and organized archive of incoming photo, video and audio.
Disseminate relevant documentation to artists, and publish to online platforms when necessary.
Oversee production of podcasts via Adobe Audition.
Maintain working knowledge of photo, video and audio archives.
Oversee and maintain MR yearbooks and archives.

Team Management

Office interns assist with many of the tasks listed above. The Media & Communications Manager is responsible for interviewing, hiring, overseeing the training of new interns. Intern support in the past has included: Social Media, Archive, Media, Marketing, and Photography.

Additional Administration

Track digital and social media statistics.
All staff are required to contribute office coverage support, which includes greeting visitors and fielding phone inquiries.
All staff are required to periodically attend Movement Research public events and to serve as administrative staff support to the event coordinators.
Support, as needed, MR Programming Staff with classes and events

About Movement Research:

Movement Research (MR) is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Founded in 1978, Movement Research has influenced the evolution of contemporary dance languages through the programmatic work it has initiated as well as the community of artists that it serves. The organization plays a critical role by providing a supportive and fertile environment for research and experimentation. Work by national and international choreographers seen on the main-stages today has been informed by the ongoing rigorous investigations that have taken place under the aegis of Movement Research platforms over the past three decades. Building on this venerable legacy, Movement Research is dedicated to the creation and implementation of free and low-cost community programs that: Bring a diverse, intergenerational community of artists and audiences together in an ongoing exploration of new dance and movement-based ideas-in-progress; Encourage and inform artists' innovative work that is later produced on larger presenting organizations' stages and in non-traditional venues, here and abroad; Stimulate and disseminate dialogue and interactions within and across new dance, other art forms and the civic community, and in the intersection of art and social engagement.

Movement Research's core programs serve over 17,000 interactions annually, providing a responsive infrastructure for support; a home for work-in- development; and hub for dialogue and artist-driven initiatives. Programs include: Classes & Workshops; Work-in- Process Performances; Dialogue Series; Publications; Festivals; Artist-in- Residence Program; Dance Makers in the Schools; International and National Exchanges; and Subsidized Rehearsal Space. MR strives to continue to evolve as an inclusive platform for all artists and audiences and is dedicated to supporting research as vital artistic work.

Movement Research
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