

Tuesday, May 25, 2010

Manager of Editorial Content, Alvin Ailey American Dance Theater

ContentManagerJob@alvinailey.org No phone calls or mail submissions please.

► [Share](#) | [Print](#) | [Download](#)

Position start date: ASAP

One of the world's leading dance companies is seeking a self-motivated, well-organized, and personable team player with strong writing, editing, and proofreading skills. This position requires attention to detail and the ability to juggle many projects simultaneously, often under tight deadlines.

Part of the External Affairs department, the Manager of Editorial Content will play a central role in Ailey's electronic communications -- via the organization's emails, website, and social media platforms -- as a primary marketing 'voice' of Ailey's online identity. This position will also create content for printed material such as brochures and souvenir programs, and other assignments, including some speechwriting, as required.

(S)he will work with staff and artists from all areas of the organization, including its two performing companies -- Alvin Ailey American Dance Theater and Ailey II -- and The Ailey School, The Ailey Extension and Ailey's Arts In Education and Community Programs. The ideal candidate will have a good working knowledge of the dance world and Ailey.

Experience with the following is not required but helpful:

>>Web content management systems (Drupal preferred)

>>Photo and video editing software>>Desktop publishing software (e.g., InDesign or Quark)>>HTML programming

Salary is commensurate with experience. Benefits include health/dental insurance, flexible spending account, 403(b) retirement plan, and savings on transit/parking.

Equal employment opportunity has been, and will continue to be, a fundamental principle at Ailey. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, sex, sexual orientation, age, disability, marital status, or any other protected characteristic as established by law.

Interested candidates should submit a cover letter and resume to ContentManagerJob@alvinailey.org.

Note: Finalists for this position will be asked to provide writing samples.

No phone calls or mail submissions please.

ContentManagerJob@alvinailey.org No phone calls or mail submissions please.

[< back](#)

[previous listing](#) • [next listing](#)