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Gallim Dance Marketing Associate

Lyndsey Vader, Operations Manager info@gallimdance.com

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ABOUT THE ORGANIZATION

Gallim Dance is a New York City-based, non-profit contemporary dance company, founded in 2007 by choreographer and Artistic Director Andrea Miller. Miller's award-winning work embodies fearless physicality, grounded by deep humanity and expressed through the madness and joy of the imagination.

Gallim Dance quickly caught the attention of the dance community, and Miller's work has been acclaimed by *The New York Times* as "voluptuously polyglot choreography." In 2011, the company was featured on the cover of Dance Magazine, and in 2012, the company was honored for movement innovation at a TEDx conference. Gallim Dance performs for 15,000 audience members annually in many premier local, national, and international venues.

For more information about the company please visit www.gallimdance.com.

ABOUT THE POSITION

The Marketing Associate is a part-time position (25 hours/week) that reports to the Executive Director.

The Marketing Associate's role is to enhance Gallim Dance's public image and recognition, nationally and internationally. The Marketing Associate oversees all marketing and press activity at Gallim Dance, and produces sharp, exciting print and digital materials that convey Gallim's artistic identity and vitality, while being free from error.

Specific responsibilities include:

Production of print and e-mail marketing campaigns and materials, including Gallim's biweekly e-newsletter

Website content and development

Social media strategy and updates, including Facebook, Twitter, and Gallim's blog

Management of promotional and performance DVDs and photographs

Participation in larger strategic marketing initiatives, such as a company-wide project to centralize contact management, and a possible website redesign

QUALIFICATIONS

Candidates should be creative individuals with energy, ambition, and a passion for the arts, who thrive in an environment of high standards where high-quality work must be consistently and accurately produced.

In exchange for your efforts, Gallim Dance will provide a fun, fast-paced and entrepreneurial work environment with smart and exuberant colleagues, as well as strong mentorship and frequent opportunities for professional development and growth.

Education: Bachelor's degree required. Experience: Marketing, graphic and/or web design experience required, with a track record of successful online or print marketing campaigns. Skills: Ability to design marketing materials in Photoshop and HTML-based e-marketing tools (e.g. Constant Contact) required, as well as the ability to make basic website updates via WordPress. Media skills including basic photography, videography, and video editing preferred. Facility with Microsoft Office (Word, Excel, and Powerpoint) and GoogleDocs required. Teamwork: Contributes positively and productively to the team and builds trusting and supportive relationships with colleagues. Self-starting: Initiates and sustains momentum independently and is proactive in seeking new opportunities.

Please note: an unpaid Marketing Intern position is available for interested candidates who do not meet the required qualifications, but are seeking opportunities to increase their marketing and arts management experience.

HOW TO APPLY

The Marketing Associate position is part-time, 25 hours/week, with schedule flexible but determined in advance. Compensation is on an hourly basis.

To be considered for this position, please submit a cover letter and resume to info@gallimdance.com.

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