

Wednesday, August 10, 2016

Social Media and Marketing Associate

Company: Steps on Broadway

Location: New York, NY

Compensation: 30,000-35,000 Commensurate with experience

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Steps on Broadway a world-renowned dance studio located on the Upper Westside, is interviewing for a Full-Time Social Media & Marketing Associate who will report to and work closely with, the Director of Marketing and Special Events.

ESSENTIAL FUNCTIONS:

Daily posts on social media channels

Brainstorm new outreach/create content for marketing & social media

Manage/track partnerships

Coordinate distribution of marketing materials in-house & around town

Manage & invoice current digital advertisers/cultivate new advertisers

Strategize & promote ongoing programs & workshops at Steps

Coordinate/track materials for competitions

Coordinate front of house staff for all Steps on Broadway/Steps Beyond Foundation events

REQUIREMENTS:

Familiarity with various social media channels (Facebook, Instagram, Twitter, Snap Chat)

Knowledge of Canva, Constant Contact, Microsoft Office – Knowledge of Google Analytics a plus

2 years Social Media/Marketing experience

Bachelor's Degree

Some weekends/evenings may be required

If you are interested in joining our talented team and working in a friendly and dynamic environment, please submit the following:

Cover Letter

Resume

Salary Expectations

Contact information for two professional references

Please Enter "Social Media and Marketing" in the Subject Line

To: bobf@webwps.com

Steps on Broadway is an Equal Opportunity Employer

Please visit us on the web at www.stepsnyc.com

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