

Monday, May 13, 2019

MARKETING ASSOCIATE

Company: The Joyce Theater Foundation, Inc.
Location: New York, NY

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POSITION: MARKETING ASSOCIATE

STATUS: Full-time, exempt employee with full benefits package

REPORTS TO: Director of Marketing

SCHEDULE: Monday through Friday, 10am – 6pm with flexibility to accommodate Marketing Director's requests to attend performances, professional development sessions, and offsite conferences.

SPECIFIC RESPONSIBILITIES:

Copywriter and Editor (~15 hours per week)

Write and edit all marketing copy including season brochures, e-blasts, and social media posts
Circulate collateral for departmental approval in a timely fashion
Edit, proofread, and circulate all press releases and marketing collateral

Joyce Program Book (~15 hours per week)

Oversee all aspects of the Joyce program book including:

- Setting and overseeing deadlines
- Communicating with companies and Joyce staff for content
- Laying out and preparing program book file for print
- Editing for grammar, clarity, and accuracy
- Monitoring costs
- Managing approval process
- The creation of program inserts

Execute program advertising sales

Departmental Support (~10 hours per week)

Serve as the point person for all communication and asset acquisition with presented and rental companies
Oversee and manage department meetings including the creation of agendas, taking of minutes, and distributing weekly action items
Contact and liaise with print shops and mail houses
Archive marketing collateral

Qualifications:

- Bachelor's degree
- 1-3 years prior work experience
- Proficient in Microsoft Office Suite
- Proficient in Adobe Creative Suite, specifically InDesign, a plus
- Knowledge of Tessitura
- Extremely detail oriented with excellent communication and organizational skills
- Must be able to work independently and take initiative as well as be a strong member of the marketing team
- Ability to multi-task, prioritize, and adapt to a fast-paced environment
- A passion for dance

To Apply:

E-mail resume, cover letter, and references to marketinghr@joyce.org with "Marketing Associate" in the subject line by no later than Friday, May 24th. Submissions received after the deadline will not be accepted.

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For more information:
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[< back](#)

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