

Wednesday, January 22, 2020

Full-time Graphic, Web and Media Manager

Company: Peridance Capezio Center
Location: New York, NY

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Peridance Capezio Center - Yarden Ronen-van Heerden

Peridance Capezio Center is looking for a full-time Graphic, Web and Media Manager.

Start Date is Monday February 10th, 2020.

The full-time Graphic, Web and Media Manager will be hired as a leading staff to Peridance's marketing team, which includes a full-time Marketing and Box-Office Coordinator, a part-time Videographer and Content Editor, and a full-time Media Intern. The Manager will report directly to the Director of Operations, the Development Director, and the Artistic Director.

This position holds the responsibility of creating digital and print content for Peridance Capezio Center, Peridance Contemporary Dance Company and The School at Peridance. The Designer must be skilled in videography, photography and graphic design to create footage and promotional materials that foster the growth of these pillars of Peridance Capezio Center.

The position requires excellent organizational skills and the ability to work in a fast-paced environment with detailed accuracy with a heavy workload while performing multiple tasks simultaneously. It is important that this person possesses strong interpersonal skills, a sense of proactivity, and a desire to produce content daily.

Responsibilities

- Work directly with various teams to understand project needs, gather materials, plan for resources and meet deadlines
- Develop and lead a clear, actionable plan for each marketing project
- Edit daily website content updates through Dreamweaver CC (HTML, CSS), Word Press and WIX
- Design digital/print material (Photoshop, Illustrator, and InDesign)
- Take photos, film and edit in-house classes and performances
- Prepare video/digital content to be advertised on social media
- Work with Marketing Coordinator to prepare email campaigns and printed programs
- Oversee and plan all in-building marketing materials including bulletin boards, lobby displays, and TV slideshows
- Oversee and manage media intern who assist with graphic design and video editing
- Organize and archive all digital and paper marketing materials
- Establish connections and relationships with faculty and local and international artists

Requirements

- Extreme attention to details
- Managerial experience working for a dance organization
- Must have a minimum of 3 years of experience in graphic design and media editing
- Must have a minimum of 3 years of experience in a dance industry and a keen eye for capturing dance on camera
- Must be proficient in Adobe CC (Photoshop, Illustrator, and InDesign), PowerPoint, and Final Cut Pro
- Must have experience working with Dreamweaver CC (HTML, CSS), Word Press and WIX
- Knowledge of working with a Mac computer is a must
- Experience with sharing content via Dropbox

How to Apply

Please email your resume, cover letter, and portfolio/work samples to Yarden Ronen-van Heerden with subject line "Web & Media Designer" at yarden@peridance.com.

Peridance Capezio Center is an Equal Opportunity Employer.

Peridance Capezio Center
126 East 13th Street
New York, NY, 10003
212-505008
<http://www.peridance.com>

For more information:
Yarden Ronen-van Heerden
yarden@peridance.com
212-5050886

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