

Friday, November 1, 2024

Dance Data Project® Newsletter Editor/Website Manager

Company: Dance Data Project®
Location: Northfield, IL
Compensation: \$25+

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[Dance Data Project® \(DDP\)](#)

Newsletter Editor/Website Manager

Organization Description

Founded and established by Elizabeth Yntema in 2015 as a simple database, DDP now operates as an official 501(c)(3) nonprofit and raises awareness related to gender equality, primarily in areas of leadership and choreographic opportunities. DDP does so by issuing data reports, advocacy, and programming. Over our 6 year public facing history, we have produced 38 full Reports, 15 Data Bytes, 2 interview/leadership series and a host of industry specific resources.

We operate very lean, on an all remote, all independent contractor basis. All Team members, whether high school interns or tenure track professors, are considered valuable contributors who are held to the highest standards of accuracy, professionalism and must exemplify discretion, and a positive, enthusiastic approach to our mission. We are here to support women and girls in the dance field - we are the only organization in the United States to advocate for gender equity in dance leadership, and to promote transparency in pay, and hiring.

Position Description:

Dance Data Project® (DDP) seeks a part-time Newsletter Editor and website manager to tell the story of DDP and its priorities and research, promote women choreographers and leaders in the dance world, and advocate for a more gender equitable dance industry. Responsibilities include gathering content, producing the monthly newsletter, fact-checking and copyediting writers' articles, and optimizing written pieces to increase user engagement. Excellent writing and editing skills and experience managing editorial calendars are essential.

2 hours a week of DDP website maintenance, updates, and cleaning to make sure that DDP is fully representing our latest updates and our wonderful community.

Part-Time Position:

Hourly rate: \$25 and up depending on experience

Hours per week: 10-15 depending on upcoming deadlines

Special information and requirements: This and all positions within DDP function as Independent Contractors. A successful candidate is required to sign a non-disclosure agreement (NDA) and a contract form.

Essential Duties & Responsibilities:

Soliciting articles for the newsletter from DDP staff members, company and choreographer contacts, internal and external stakeholders, and other sources

Writing blog and other posts and marketing copy to promote the newsletter

Editing, restructuring, and proofreading all text submitted for publication

Writing articles for the newsletter as appropriate

Reaching out to and following up with stakeholders and potential newsletter feature companies, choreographers, and leaders for content development

Cataloging submissions in DDP's shared Google Drive for archival purposes

Interviewing industry professionals and using online sources to research topics for newsletter articles as required

Compiling, designing, and producing a professional newsletter in Constant Contact (or appropriate email marketing platform)

6 issues a year - 3 focused on DDP Team, Board and AC members and 3 "themed" issues that examine a particular aspect of the dance/performing arts world

Working closely with DDP President, Strategic Operations Manager, and Communications Manager to distribute newsletter to DDP stakeholders and email list

Managing the editorial calendar and workback plan to ensure timely publication

Generating new ideas around industry-related topics

Monitoring web traffic and user engagement (e.g. bounce rates)

Requirements: Education, Experience, and Skills

Exceptional written and oral communication skills

Ability to set and meet deadlines

Strong editing skills and demonstrable attentiveness to detail

Collaborative team spirit

Ability to manage projects

Mastery of grammar, AP Style, punctuation and attention to proper spelling.

Preferred:

Proven work experience as a Content Editor, Web Editor or similar role

Portfolio of published work

Hands-on experience with Content Management Systems (e.g. WordPress, Constant Contact)

Familiarity with SEO and keyword research

Bachelor's degree in Journalism, Communications or related field

Website Maintenance Function- Additional responsibilities

Weekly "scan" of DDP website to troubleshoot for errors, ensuring that most recent Reports, Resources and Advocacy etc are accurate and timely

Review of "dance data project" Google Alerts and updating DDP in the News with every press mention

Updating photo carousels with photo submissions from companies, choreographers, and festivals - we should have a "seasonal" change over: Spring, Summer, Fall and Winter- Holiday

JOB CLOSED AS OF 11/20/24

Dance Data Project®
790 W. Frontage Road Suite 224
Northfield, IL, 60093
847-441-2396
www.DanceDataProject.com

For more information:
Stephanie Wilkins
swilkins@dancedataport.com

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