



NOW RECRUITING

Marketing & Communications Coordinator

Geva Theatre Center seeks a motivated creative thinker to join our Marketing & Communications team. This is an ideal position for a candidate with strong social media chops and distinctive writing skills who is eager to work in the arts. If you are a cheerful innovator who enjoys a fast-paced environment with plenty of variety, we want to meet you! This position is growth-oriented and will involve a high degree of responsibility as a contributor and collaborator. Pay range for this position is \$17.00-\$19.00 per hour, with competitive benefits including healthcare, dental, life insurance, and paid time off.

Full-time, on-site. Reports to the Director of Marketing. Immediate hire. Applicants are strongly encouraged to include writing samples with their resumé.

Responsibilities:

- Manage all aspects of social media, including strategy, writing, scheduling, monitoring, analysis, and engagement tracking
- Oversee media relations, as needed, including maintaining internal media database, and scheduling and overseeing print, television, and radio interviews
- Write, edit and distribute press releases
- Seek out and research new opportunities and channels for publicity and media partnerships
- Track website and advertising analytics
- Contribute to marketing strategy and conceptualization at all stages
- Monitor public relations
- Basic design of digital content to assist the staff graphic designer
- Other related duties as required

Professional Skills & Attributes:

- Excellent writing abilities as applicable to the full range of marketing and communication channels and functions, both short- and long-form, with a clear understanding of the strategic distinctions between them
- Highly organized and dependable
- Efficient and results-focused
- Ethical, personable, and resilient
- Comfortable with providing and accepting feedback in a collaborative team environment
- Sincere commitment to fostering and promoting equity and inclusion in all respects
- Video editing and design capabilities (preferred, not required)

Experience with the following platforms:

- Facebook, Instagram, Twitter, LinkedIn, YouTube (required)
- Microsoft Office Suite – Outlook, Word, Excel, PowerPoint (required)
- Google Apps – Docs, Sheets, Drive
- Asana – project management
- Social Pilot – social media scheduling
- WordPress, Weebly, Squarespace – website editors
- MailChimp, PinPointe – email marketing
- Google Analytics
- Google Ads
- Adobe Creative Suite – InDesign, Photoshop, Illustrator, Acrobat, etc.
- Slack – messenger
- Promo – online platform for creating marketing videos

Geva is committed to upholding the principles of equity, diversity, inclusion and anti-racist theater in recruitment of staff in all departments. We actively encourage applications from women, persons of color, LGBTQ individuals, and individuals with disabilities. Geva Theatre Center is an equal opportunity employer. All are welcome here.

All interested candidates must apply online at gevatheatre.org/about-us/work-at-geva.