

METRO THEATER COMPANY

JOB POSITION DESCRIPTION: Communications Coordinator

STATUS: Part-Time Annual (25 hrs/week)

REPORTS TO: Managing Director

BROAD FUNCTION: Participate as an active member of the Metro Theater Company team. Under the direction of the Managing Director and the Marketing Director, coordinate and implement communications and public relations strategies. In collaboration with relevant staff members, coordinate print materials and assist in the storytelling of the organization. Represent Metro Theater Company at theater events and in the community, and promote our mission and programming.

PRIMARY RESPONSIBILITIES:

- Utilize social media and email correspondence to build Metro Theater Company's digital community
- Coordinate all social media including Facebook, staff/artist blogging, and Twitter
- Maintain and generate website content for our new website
- Create new media opportunities for the company's digital storytelling
- Draft press releases, maintain Metro Theater Company's media relationships and support outside PR consultant(s)
- Assist in the coordination of the design, production, and distribution of print materials
- Assist the Marketing Director in coordination of marketing partnerships
- With staff, provide on-site support at mainstage performances and other public events
- Participate in the organization's collaborative planning and brainstorming sessions
- Share in the collection and generation of stories about Metro Theater Company's impact in the community
- Additional projects and tasks as needed

QUALIFICATIONS:

- ◆ Respect, understanding, appreciation, and enthusiasm for the work of Metro Theater Company
- ◆ Background in Marketing, Public Relations, and/or Journalism
- ◆ Experience with 360° marketing strategies
- ◆ Effective communication skills, including excellent phone manner and exceptional [solid] writing skills
- ◆ Excellent organizational skills and strong logistical sensibility
- ◆ Ability to show initiative and work independently
- ◆ Strong sense of team and willingness to work collaboratively
- ◆ Comfort with multi-tasking, and the ability to set and appropriately shift priorities as needed
- ◆ Sense of humor
- ◆ Familiarity with WordPress or other web content software a plus

Metro Theater Company is nationally recognized as one of America's finest and most innovative professional theaters for young people and families. Founded in 1973, the Company has produced more than 31 original works for audiences totaling nearly two million people. Metro Theater Company has toured to 41 states, and has appeared in international festivals in Canada, Italy, Japan and Taiwan. Tens of thousands of young people benefit each year from touring performances and education programs conducted by the Company's professional artists. Metro Theater Company artists make theater arts alive and accessible to young people and adults, and assist educators in making learning more effective and engaging for their students.

Qualified applicants please send cover letter, resume, and up to three work samples (must be attachments or links) to Managing Director Matthew Neufeld at matt@metrotheatercompany.org.
E.O.E.