

Communications Manager

Barter Theatre's Communications Manager is the lead copywriter and project manager for the Marketing department. The ideal candidate will be an organized, focused self-starter with excellent written and oral communication skills.

Objectives of this role

- Provide strong project management for marketing projects and initiatives.
- Serve as lead copywriter for the Marketing department and provide writing and editing assistance to other departments
- Manage interdepartmental campaigns and initiatives while assuring cross-communication between all stakeholders.
- Assist in ensuring a strong, clear, consistent voice for all Barter communications whether they be internal or external, traditional or digital marketing, or advancement.

Responsibilities

- Copywriting for advertising and print materials.
- Writing press releases, media invites, and compiling press packets for media outlets and journalists.
- Maintaining press/media contact databases and coordinating interviews.
- Maintaining a detailed calendar of marketing events and deadlines within Asana (Task Management Software).
- Coordinating print materials, and paid advertisements.
- Cross-training on Prospect 2 (Barter's email automation system) in order to support email campaigns cross-departmentally.
- Proofreading and copyediting support for other Barter Theatre departments.
- Updating the company Google Calendar when new meetings, trainings, and info sessions are scheduled for the Marketing Team.
- Other duties may be assigned as needed to maintain on-demand coverage of all company communications.

Qualifications

- 2-3 years marketing and/or copywriting experience preferred
- Excellent written and verbal communication skills
- Must be able to set priorities, coordinate multiple projects simultaneously, and successfully meet deadlines.
- Proficient in both Microsoft Office applications and Google Suite
- A desire to learn new systems and work collaboratively

Compensation

- The starting salary for the Communications Manager is \$35k, plus a robust benefits package including health, vision, dental, and a 401(k) with company match.

**To apply, email cover letter, resume, and three references to
dirofmarketing@bartertheatre.com**