Communications Manager

Music Haven seeks a Communications Manager that can assist the Co-Executive Directors in developing and executing an excellent overall communications strategy, reach new audiences, and work collaboratively with our team and our students/families to raise Music Haven’s visibility and online presence. We seek an individual that gets our mission, and aligns with our commitment to social justice and racial equity in the arts.

1) create and sustain an exceptional digital presence for both our educational program and our professional string quartet (the Haven String Quartet)
2) manage the production of print projects
3) develop visual content (photos and video) to document our program--both our performances and our educational programming
4) organize, manage, and develop a system to maintain and utilize that content in fundraising, concert/event promotion, and in telling our stories to the world
5) Plan, coordinate, and manage ticketing and promotion for approximately 5 concerts per year

Responsibilities include:

- Collaborative creation of a detailed digital and print calendar to guide social media posts, electronic communications, and development and use of all print and digital content
- Updating online calendars and creating event posts
- Planning and executing strategies for marketing and promotion of the Haven String Quartet (HSQ) and Music Haven programming
- Attending programming/events to take photos and videos as needed, and optimizing, editing, and organizing media content for future use
- Writing and creating opportunities for placement of press releases
- Managing strategic social media scheduling, planning, and implementation, as well as increasing reach and diversifying audience
- Consistent production of high-quality content for media and online use, whether directly or through contracting photographers/videographers/designers
- Creating monthly e-newsletter and generating additional e-correspondences to our mailing list as needed
- Managing production of print “Program Book” and Bi-Annual newsletter (“Noteworthy”) in collaboration with Development staff
- Production of concert flyers and concert programs
• Updates to website—periodically adding new content, student profiles, blog posts, calendar events, etc. with a focus on making sure photo and video content is fresh, impactful, and relevant
• Attendance at occasional evening and weekend events
• Managing ticketing platform for ticketed concert events

Skills/Knowledge/Abilities:

• Must have demonstrated knowledge of digital content strategies/website development (experience with squarespace, hootsuite, all social media platforms: Facebook, Twitter, YouTube and Instagram)
• Must have experience in managing and creating printed and digital content using InDesign, Canva and photoshop
• Must have sufficient experience managing an email marketing software such as Constant Contact
• Ability to manage communications and media projects
• Must be able to work independently, have strong organizational skills, and be detail-oriented
• Must be collaborative and able to work in a team-based environment, with strong leadership skills
• Must have exceptional written, editing, and verbal communications skills
• Must have sufficient photography and video skills to document programming and performances and oversee projects with contracted photographers/videographers
• Bilingual: Spanish/English preferred
• Ability to set priorities and oversee multiple projects

This is a 40 hr/week position. Preference for a local candidate. Must have knowledge of and interest in music, youth development, and commitment to anti-racist work. Salary: $48,000-55,000 depending on experience + 11 weeks of paid vacation coinciding with public school breaks: one week each in February and April, 6 weeks in the summer, one week in November, and two weeks in December, in addition to PTO and holidays. Benefits include: 401K, Life insurance, Health & Dental Insurance, Health & Wellness stipend and free parking. Please submit a cover letter, resume, graphic and writing sample to Milda McClain, Co-Executive Director - milda@musichavenct.org by December 30, 2021