

# Communications & Community Engagement Manager



## **Duties:**

Dallas Black Dance Theatre is seeking hard-working and proactive communication expert for a full-time position. Candidate must have excellent written and verbal skills as well as extensive knowledge of all major social media platforms.

## **Primary Responsibilities:**

- Develop and implement a unified communication plan to expand DBDT's audience.
- Work with executive leadership and board to develop key messages that support DBDT's brand.
- Write, design, layout and edit all marketing materials (print and electronic).
- Oversee media relations (local, state, and national).
- Oversee completion and distribution of DBDT's Annual Report.
- Draft and distribute press releases for all DBDT programs.
- Develop strategies to cultivate interest and manage communications on social media.
- Create content and maintain calendar for social media communication.
- Monitor and identify trends in social media to optimize effectiveness.
- Attend designated meetings and represent DBDT at community events.
- Other duties as assigned by the Executive Director.

## **Qualifications:**

Excellent written and verbal skills and proficiency in MS Office

Well-organized, goal-oriented and able to work on several projects simultaneously.

Able to work some evening and weekends.

BS/MS in marketing or related field

Minimum of 3 years of communications/public relations/digital marketing experience.

Experience with design tools (e.g. InDesign, Illustrator, Photoshop) preferred.

Please email resume, cover letter and salary requirements to [admin@dbdt.com](mailto:admin@dbdt.com).

Reference "Community Engagement Manager" in the subject.

No later than 5:00pm on July 24, 2015.

No phone calls please.