COMMUNICATIONS SPECIALIST

Direct Supervisor: Deputy Director
Direct Reports: Digital Marketing Coordinator (x 3)
Regularly Collaborates with: Development Manager
Department: Communications

Position Status:
- Part time, hourly - 25 hours/week, $21/hour
- We are working from home during the COVID-19 pandemic. Majority of work will be during weekday business hours 10am - 6pm M-F, some evening and weekends per needs of events and communication strategy. When appropriate, TeenTix will return to the office Tues - Thurs, with Mon & Fri work-from-home.

OVERVIEW OF POSITION
This TeenTix team member is a talented, passionate, thoughtful, multi-tasking, and innovative individual. An energetic go-getter who will mentor and guide their team of Digital Marketing Coordinators to bring strong communication skills to our digital presence as well as our in-person outreach strategies. This team is responsible for maintaining TeenTix’s youth-driven voice, collectively working to keep our messaging relevant by sharing and featuring external content that highlights youth empowerment, leadership, and arts engagement.

The ideal candidate will be creative, adaptable, and offer unique, fun ways to continue marketing TeenTix to broader audiences while providing mentorship and guidance to their team of Digital Marketing Coordinators.

They will report directly to the Deputy Director, and provide input to an annual holistic communication strategy along with the rest of staff, including our fundraising and programming teams.

OUR COMMITMENT TO ANTI-RACISM
TeenTix is an anti-racist organization that is actively working to identify, name, and correct institutionalized racism and constructs of white supremacy within our own organization, and to help our partnered arts and culture organizations do the same. To that end, all staff, interns, and TeenTix leadership participate in anti-racism work through group and independent learning, engagement in regular discussions at staff meetings, and act as active participants in work being done in the community. Our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art. Please read more about how we approach addressing our equity work on our website here.
ESSENTIAL RESPONSIBILITIES
With their team of Digital Marketing Coordinators (teens/high school students, 10 hours/week each), the Communications Specialist supports TeenTix in keeping our communication channels youth driven and engaging for people aged 13 - 19.

Communication channels include: social media (Instagram, Facebook, Twitter, and TikTok), video channels, e-newsletters, the TeenTix website, print materials (snail mail, posters, flyers), in-person outreach and tabling activities, teen membership welcome packets, and paid advertising.

The Communications Specialist regularly instructs, guides, and provides feedback to the Digital Marketing Coordinators in their execution of content creation and design.

Manages and Mentors the Digital Marketing Coordinators in Executing:
- Social Media and Video Content Posts (weekly)
- TeenTix E-newsletter (weekly)
- TeenTix.org Calendar Event Entry (weekly)
- Welcoming of new teen members with Passes and Welcome Packet (monthly)

TeenTix Communication:
- Responsible for the updating and maintaining the schedule of postings on the Communications Calendar, regularly implementing all program and fundraising messaging with the Digital Marketing Coordinators.
- Supports the Development Manager in the execution of fundraising messaging including e-newsletters, physical mailings, social media, and video.
- Design of assets for digital and print marketing and outreach materials, using in-house design tool Canva and within the TeenTix Style Guide.
- Responsible for TeenTix outreach through regular tabling and presence at events in the community, regularly distributing outreach materials (posters and flyers) to TeenTix Partners, community centers, libraries, information fairs, schools, etc.
- Maintains up-to-date & accurate content on TeenTix.org. Responsible for creating content for the homepage, calendar, and Partner pages. Updates content as directed for program and fundraising pages.
- Writes and distributes press releases, maintaining a list of media contacts.

Partner Communication:
- Amplifies TeenTix-eligible events and teen programs at Partners via TeenTix.org, Calendar, and all other TeenTix social media & video channels.
- Supports the Deputy Director with communication and support for Partners via the Partner Bulletin Journal (e-news) and the Partner Portal (web page)
- Responsible for implementation of paid advertisements on TeenTix.org (promoting TeenTix Partners and outside sponsors) at the direction of the Deputy Director, contributing to TeenTix’s earned revenue
QUALIFICATIONS

- Experience leading groups of individuals and working with youth - bonus if previous work involves teens!
- Familiarity with design programs - we regularly use the online platform Canva. Experience with other programs such as Photoshop, Illustrator, Premier Pro, iMovie, and other platforms for content design and editing is a plus.
- Familiarity with Google suite, email, calendar, Google drive, etc.
- Familiarity with communication platforms such as MailChimp, Facebook, Instagram, Hootsuite, YouTube, TikTok, SoundCloud, etc.
- Familiarity with website content creation and publication.

You should flourish in a human-paced work environment:

- Strong verbal and written communication skills.
- Ability to work independently and take initiative on projects.
- Outstanding organizational skills and attention to detail.
- Ability to juggle multiple projects at once.

Your values should encompass:

- An enthusiastic commitment to supporting equitable access to art for all young people but especially for teens who have been excluded from arts participation, including but not limited to teens of color, LGBTQIA, low-income, English as a second language, and with unstable housing.
- A love of discussing and engaging with art amongst individuals of all ages.
- A love of learning, and a desire to gain new information and skills.
- A strong passion for social justice and arts access.

We give you bonus points for:

- A personal involvement in the arts as an art-maker or art-buff.

THE TEENTIX CULTURE

TeenTix is an organization that is deeply committed to helping our employees achieve their career goals and maintain a good quality of life while working hard at a small non-profit. All of our staff engages in a regular arts practice, and is supportive of creating an environment that allows for a personal relationship with art and community. The work is challenging, fun, inspiring, sometimes frustrating, most frequently extremely rewarding, and is possible with an artist-or-family-friendly schedule. As the
central office of a community-wide effort to engage young people with the arts, TeenTix enjoys amazing access to a wide variety of arts organizations and colleagues.

WHAT YOU WILL GET
Part time, 25 hr/week position with a flexible, family-friendly schedule, $21/hour.

- 25 hours/week, part-time, hourly, non-exempt
- $50 parking or public transit reimbursement each month
- There are no health benefits offered at this time

Part-Time Employees receive prorated benefits in accordance with the hours regularly worked:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>TeenTix Offers</th>
<th>This Position Will Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays</td>
<td>14 Paid Holidays</td>
<td>4 paid hours/holiday</td>
</tr>
<tr>
<td>Vacation</td>
<td>12 Days Paid Vacation</td>
<td>1.85 hours accrued per pay period during first year of employment</td>
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<tr>
<td>Paid Time Off (PTO)</td>
<td>PTO used for non-vacation or holiday time including bereavement leave, care-taker needs, mental health days, religious holidays (not included in other paid holidays), personal days, and sick time</td>
<td>60 hours PTO accrued per year</td>
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TO APPLY
Young people, people that identify as queer and/or non-binary, and people of color are strongly encouraged to apply. TeenTix is an organization that is deeply committed to helping our employees achieve their career goals and maintain a good quality of life while working hard at a small non-profit. The work is challenging, fun, inspiring, sometimes frustrating, and frequently extremely rewarding.

Your time will be respected and you will not be asked to treat yourself as an unlimited resource.

Please send a resumé and cover letter to jobs@teentix.org. Cover letter may be in the form of a written or video submission.

We will begin reviewing applications on March 15, 2022. We will continue to review
applications on a rolling basis after that date. Zoom or in-person interviews will be conducted on an ongoing basis with TeenTix’s Executive Director and Teen Programs Director. Applicants who are invited for interviews will be asked to submit two writing or design samples relevant to this position (such as a communications newsletter, or advertising design). Second round interviews will be done with additional members of staff and teens.

We hope to fill this position no later than May 2021.