

Marketing Associate

Employee Class: Part Time

Reports to: Marketing Manager

Work Location: Hybrid – remote and in office: 1333 H Street NE, Washington DC, 20002

Job Summary: The Marketing Associate is a member of the Marketing Department and reports to the Marketing Manager in all aspects of supporting marketing efforts for the Atlas Performing Arts Center.

Duties and Responsibilities:

- Support Website updates
- Create copy and resize images for website promotional updates
- Perform photo and video editing as instructed
- Develop and implement social media campaigns for Atlas programs as instructed
- Support the creation of Salesforce based email campaigns together with audience management
- Support placement of all calendar listings
- Collect and prepare pre-event multimedia and graphic design posts for web, social and email.
- Support placement of all internal marketing signage.
- Assist with marquee signage changes and Atlas window box posters.
- Gather collateral materials for press releases as instructed.

Skills/Abilities/Experience:

- Minimum of 1-2 years experience in marketing, arts-related marketing preferred.
- Experience with graphic design, strong working knowledge of the Adobe Creative Suite with demonstrated ability in developing compelling digital assets.
- Experience in Canva, Premiere Rush, and Microsoft Office Suite preferred.
- Ideal candidate will have graphic design, photography, and video production capabilities.
- Applicant must have excellent communication skills both written and oral with an outgoing personality at ease in a group or one on one.
- Strong ability to multi-task, attention to detail with strong proofreading skills, time management skills and ability to be a team player.
- Candidate must be able to work a flexible schedule as required -some weeknights and weekends –as dictated by performance and event activities.

Physical Requirements:

Work Environment: Ability to work in fast-paced, dynamic environment. Must be able to safely lift and carry 25lbs. and climb a ladder.

Atlas DEI Statement:

The Atlas is committed to attracting and retaining a diverse staff that honors their experiences, perspectives and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Compensation/Benefits:

Benefits package includes paid vacation, holiday, personal days and sick leave accrual of 1 hour per every 43 hours worked.

Simple IRA retirement account

Costco membership

Direct Deposit

Simple IRA retirement account

Pre-tax transit deduction

Atlas EEO Statement:

An Equal Opportunity Employer Atlas Performing Arts Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Pay rate: Estimated 15 hours per week at \$18 per hour.

How to Apply: Interested candidates should submit a cover letter, resume, and three professional references via atlasperformingartscenter.easyapply.co