

## Marketing & Communications Associate - Job Description

Weston Playhouse Theatre Company is looking for you to fill a new, full-time position with our small, but mighty team as the Marketing & Communications Associate. While responsibilities vary by season, a typical day during our performance season may or may not include:

- Creating new events in our ticketing CRM and website.
- Overseeing box office operations.
- Analyzing ticket sales and donor data.
- Scheduling the ushers for the run of an upcoming show.
- Organizing tickets and contacting organizations for group sales.
- Creating and promoting a targeted, on-brand social post.
- Helping to coordinate mailings and announcements.
- Copy-editing.
- Supporting our Development department's fundraising goals.
- Representing the playhouse on show night in the lobby: answering questions, assisting patrons, advising ushers, and managing box office staff.
- Taking event photos

This job might be ideal for you if:

- You are a clear and thoughtful communicator, both written and verbal. You can explain anything to just about anyone in person or by phone.
- You are aware. You see and care about the details. You know that anything worth doing is worth doing well, every time.
- You enjoy meeting, hosting, and regularly interacting with a wide and numerous variety of people. You enjoy creating and maintaining a welcoming and attractive venue environment.
- You like learning new things and can do so quickly. You are adaptable.
- You are technically savvy across a variety of digital platforms and social channels.
- You are capable of maintaining and updating the intuitive backend dashboard for our website.
- You are capable of maintaining and updating our ticketing CRM (Patron Manager), including: entering and adjusting patron purchasing options; filtering and segmenting patron lists by category; and, producing relevant ticketing performance reports and email lists.
- You enjoy and appreciate the multi-faceted layers behind theatrical production and understand its lasting value within our "plugged-in" society.
- You lead by example.
- You are curious.
- You follow-through.
- You have an active sense of humor.

To be successful, you will take ownership in the time you spend with us and truly aim to make a positive impact.

This is a full time position with some evening and weekend hours, particularly during the peak summer season. Compensation includes benefits and will be commensurate with experience. Please submit cover letter and resume to [hire@westonplayhouse.org](mailto:hire@westonplayhouse.org). Please put "Marketing and Communications Director" in the subject line. No phone calls please.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.