



December 1, 2021

## **Job Posting**

**Job Title:** Communications Coordinator (Salaried, Non-Exempt)

**Organization:** The Pasadena Playhouse

**Department:** Marketing & Communications

**Reports to:** Communications Manager

**About the Playhouse:** The Pasadena Playhouse is one of the top regional theaters in the country and the State Theater of California. Under the new leadership of Producing Artistic Director Danny Feldman, it presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs to build community, the Playhouse will continue to be a leader in the theater industry.

**About the Position:** Pasadena Playhouse is looking for an exceptional individual to provide support to the Marketing and Communications Department to ensure the proper coordination of all the stories we tell through multiple channels including digital, social, website, press and media, video, photo, on-site materials, and more. This position works closely with the Communications Manager to activate all social platforms and email communications in order to engage with fans/patrons continually. Must have the ability to work nights and weekends as needed.

### **Responsibilities:**

- Communications Support
  - Research and recommend press outlets and influencer outreach.
  - Manage social media conversations in coordination with the Communications Manager.
  - Collect and organize cast/creative team materials including headshots and bios.
  - Proofreading and routing materials as needed to support the communications efforts, including press releases, email copy, etc.
  - Support the Communications Manager in continually auditing and updating the website and public-facing communication outlets.
  - Update event listings for all productions
  - Assist in photo/video creation and digital asset management.
  - Assist with event preparation, set up, execution, and clean up, as needed



- Content Creation
  - Manage the creation of the program for all performances.
  - Create all building posters/banners to support production sales.
  - Draft email, social media, program and website copy
  - Provide social media and content support for all audience development and promotion events
- Administrative Support
  - Take meeting notes and disseminate with clear action items
  - Collect and disseminate weekly marketing and communications updates
  - Coordinate off-site meetings and conference calls as needed
  - Provide database, list and reporting support as needed using ClickUp and Tessitura, Sprout, Cision and Pro2
  - Maintain brand style guide and formatting standards
  - Other duties as assigned to support the needs of the department and the organization.

**Minimum Qualifications and Competencies:**

**Education/Experience:** Bachelor's degree or equivalent work experience. One to two years in marketing/communications or office environment. Proficiency in G-Suites and Microsoft Applications. Ability to work with and support a team. Previous experience in email and social media marketing, and press a plus.

**Supplemental Functions:** Perform other duties as assigned. The employee is occasionally required to lift and/or move up to 15 pounds.

**Working Conditions:** No major sources of discomfort, standard office environment; regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Compensation:** Compensation is \$40,000 (Salaried, Non-Exempt). Benefits package includes medical, dental, life insurance coverage and PTO. Start date is immediate.

**To Apply:** Please email cover letter resume, and writing samples to [oavedanke@pasadenaplayhouse.org](mailto:oavedanke@pasadenaplayhouse.org). No phone calls please.

*We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.*

The Pasadena Playhouse is an Equal Opportunity Employer.