Position Announcement: Marketing Associate, Chamber Music America

Chamber Music America (CMA) seeks a full-time Marketing Associate responsible for maintaining and expanding CMA’s social media presence; designing and producing graphics for its digital and print media, marketing campaigns, videos, and other original content; and assisting with video and audio editing.

Chamber Music America is the national network for the small ensemble music profession. With a membership of 6,000 ensembles, concert presenters, festivals, training programs, independent musicians, educators, composers, music businesses, and chamber music enthusiasts, CMA encompasses multiple styles of music spanning historic, contemporary, Western European and non-Western genres.

Responsibilities

- Work with CEO, Director of Operations, Digital Content Editor, and CMA staff to strategize, create, and implement targeted marketing activities across CMA areas including campaigns for general CMA awareness, membership recruitment and retention, grant programs, national conference, and special events
- Maintain CMA’s social media channels including Facebook, Twitter, YouTube, and Instagram
- Develop procedures to monitor and track effectiveness of various marketing and engagement strategies and campaigns and provide regular updates on these results to CEO and Director of Operations
- Produce graphics, videos, and GIFs for web pages, social media, and e-blasts
- Edit video and audio for web and social media distribution
- Staff Conference, as needed and other responsibilities as may be assigned
- Report to the Director of Operations

Qualifications

- 1-3 years digital media experience
- Thorough knowledge of social media platforms and best practices, Hootsuite or similar social media scheduling tool
- Strong sense of design; ability to expand on existing design template
- Thorough knowledge of Adobe Creative Suite (Photoshop, Illustrator, Premiere)
- Ability to meet deadlines, prioritize, and handle multiple simultaneous projects from development to completion
- Strong verbal and written communication skills
- Photography experience a plus
- Familiarity with small ensemble music and online music publications a plus
- Nonprofit experience a plus

Start Date: Immediate

Compensation and Benefits

- Commensurate with experience and the responsibilities of the position. Employee benefits include health insurance, a 403b retirement plan, and paid vacation.

To apply, email the following to CMAoffice@chamber-music.org with “Marketing Associate” in the subject line:

- A cover letter indicating how your skills and experience meet the qualifications for the position;
  - Include your salary requirements
  - Include your resume
  - Include link(s) to digital portfolio and/or relevant work samples
- No phone calls, please. You will be contacted should an interview be required.

CMA is committed to a staff environment that is diverse, inclusive, and equitable. CMA does not discriminate on the basis of race, age, ethnicity, national origin, religion, sex, sexual orientation, or gender expression.