

## Marketing & Communications Manager (Part-time)

Earshot Jazz - Seattle, WA

**Status:** Part-time (20 hrs/week), non-exempt

**Compensation:** \$28-\$30 per hour DOE

**Work Conditions:** Hybrid work arrangement, some evenings and weekends

**Benefits (pro-rated for .5FTE):** PTO and holidays

## About Earshot Jazz

Founded in 1984, Earshot Jazz is a nonprofit organization dedicated to celebrating jazz as a vital Black American art form through live performances, artist advocacy, and community engagement. For nearly 40 years, Earshot has supported artists, audiences, and educators. The annual Earshot Jazz Festival presents renowned local and international musicians. Year-round, Earshot hosts concerts, commissions new works, and publishes *Earshot Jazz Magazine*, chronicling Seattle's jazz culture since 1984.

## About the Position

Earshot Jazz seeks a creative, collaborative, and detail-oriented Marketing & Communications Manager to lead and implement strategies that amplify the organization's mission and elevate its programs, magazine, and events. Reporting to the Director of Development & Communications, this role oversees integrated campaigns, magazine production, digital and print content, and advertising while supervising a team of creative contributors and contractors. A key member of a small, dedicated staff, this position is central to advancing visibility, audience engagement, and fundraising outcomes.

## Key Responsibilities

### *Strategic Communications & Brand Management*

- Oversee creation of high-quality written and visual content that tells Earshot's story.
- Ensure all public-facing materials reflect Earshot's voice, values, and community impact.
- Ensure consistent branding and messaging across all platforms.
- Support event promotions, including the Earshot Jazz Festival and donor initiatives.
- Coordinate across departments to align communication strategies with membership and fundraising goals.
- Coordinate with the Earshot Magazine Editor to align the magazine editorial direction with broader campaigns to amplify Earshot's priorities.
- Oversee the production of visual content, including photography and videography, for marketing and fundraising purposes.

### *Marketing & Advertising*

- Manage integrated marketing campaigns (email, social media, print/digital ads).
- Maintain the Earshot website and social platforms with timely, engaging content.
- Manage all promotional media sponsorships, including fulfillment and reporting.
- Design marketing collateral, such as social media graphics, flyers, and event ads.

- Develop and track advertising plans for programs, events, and campaigns.
- Track and analyze marketing performance, website traffic, email metrics, and ad ROI.
- Create monthly reports on activities and insights to track goals and inform strategy.

#### *Magazine Production and Oversight*

- Collaborate with the Magazine Editor on monthly planning.
- Design layouts, prep advertising artwork, and ensure pre-publication readiness.
- Handle advertising sales, communication, invoicing, and collections.
- Support digital distribution with file prep and uploads.

#### *Supervision and Team Management*

- Maintain effective communication with external photographers, videographers, copy editors, and designers.
- Manage relationships with magazine vendors, ad clients, and distribution partners.
- Foster collaborative workflows across departments.

### **Qualifications**

#### *Required*

- 3+ years of experience in marketing, communications, or content production, preferably in a nonprofit or arts-focused organization.
- Strong writing, editing, and storytelling skills, with experience overseeing publication or content production processes.
- Proficiency with design tools (e.g., Adobe Creative Suite, Canva, InDesign), website management platforms (e.g., WordPress), social media and email marketing tools (e.g., Mailchimp, Hootsuite), and analytics tools (e.g., Google Analytics) and SEO practices.
- Proficient in using a variety of social media platforms (Facebook, Instagram, etc.)

#### *Preferred*

- Bachelor's degree in communications, marketing or a related field, or equivalent experience.
- Experience with project management, publication oversight, and media production.
- Experience in a jazz, performing arts, or community-oriented environment is a plus.

**To Apply:** Submit cover letter, resume, and three references to [jobs@earshot.org](mailto:jobs@earshot.org). No phone calls, please.

*Earshot Jazz is an Equal Opportunity Employer committed to fostering an inclusive workplace. We strongly encourage applications from people of color, people with disabilities, women, LGBTQ+ individuals, and others from historically excluded communities.*