



DIGITAL CONTENT MANAGER JOB POSTING

P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resources schools and communities.

Location:	Hybrid: P.S. ARTS Office, Los Angeles and Work-From-Home
Schedule:	Office Hours 9 _{AM} – 5 _{PM} , but must be able to work some nights and weekends
Designation:	Full-time; Exempt
Salary:	\$62,400 <i>Salary adjustments are dependent on performance, cost-of-living and the Organization's budget</i>
Benefits:	Medical, Dental, Vision, Life and Disability, 401k (unmatched) and FSA eligible
Estimated Start Date:	July 1, 2022

Position Overview:

The Digital Content Manager (“Manager”) will be responsible for P.S. ARTS’ online presence, including web content and social media, as well as other digital projects. The Manager will produce regular, high-quality multichannel content that reflects P.S. ARTS’ mission, advances organizational goals, and aligns with the P.S. ARTS brand.

The Manager’s goal is to execute strategies and develop metrics that enhance P.S. ARTS’ digital presence with content and deliverables that inspire, influence, and inform P.S. ARTS’ audiences.

The Manager will also work cross-department to oversee video production for the organization by facilitating the execution and creation of video projects including, but not limited to, ideation, filming, onsite support, and video editing.

The Manager’s primary responsibilities include the following:

- Promote P.S. ARTS’ mission, programs, and events across all digital strategies;
- Manage P.S. ARTS’ web content strategy;
- Conceptualize and execute social media campaigns;
- Collect, edit and manage all digital assets (content, images, video, etc.) to ensure quality, brand consistency and alignment with P.S. ARTS’ mission/objectives;
- Identify and pursue opportunities for content creation;
- Establish effective and measurable goals to increase P.S. ARTS’ audience base and build a loyal following across all platforms;
- Monitor, interpret, and communicate metrics, content performance, and online engagement;
- Increase digital accessibility to website and web content; and
- Oversee and support the production of video projects (filming, editing, etc.).

Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change in response to organization need at the discretion of the CEO.

POSTED ON: XX/XX/XX

DIGITAL CONTENT MANAGER

Knowledge, Skills & Abilities

- 2+ years of demonstrated experience in digital marketing and social media management.
- 2+ years of demonstrated experience in photo/video editing and production.
- Excellent oral and written communication skills and an ability to produce original content.
- Excellent organizational abilities, including ability to prioritize deadlines and assignments.
- Fluency across a variety of creative-based software i.e., iMovie, Adobe Creative Suite, Canva etc.
- Bilingual English/Spanish, preferred.

Working Conditions:

- Lift, push, pull or carry supplies, equipment, instruments or classroom furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Potential work with video equipment and a comfort with recording and/or being recorded.
- Travel and attend meetings and events outside of your worksite, which may require occasional use of a motor vehicle for transportation to other locations. Due to responsibilities requiring travel to locations not easily accessible by public transportation, driving may be an essential job responsibility for this position. Mileage reimbursement is provided.
- COVID-19 Considerations:
All P.S. ARTS employees are required to be vaccinated and submit documentation of proof. Safety precautions are taken in accordance with P.S. ARTS' COVID-19 Prevention Program and Safety Plan.

About P.S. ARTS:

P.S. ARTS encourages all employees to feel empowered by and model the Organization's values of Art, Community, Equity, Innovation and Excellence.

The P.S. ARTS team is a diverse group of people with different skillsets and experiences, from various cultures and backgrounds with one thing in common – a dedication to arts education. We're all here to make a difference and we know nonprofit work is hard, so we try to be thoughtful about building a rounded compensation package that includes health and welfare benefits, an excellent paid holiday schedule, etc. Please feel free to ask us about it!

How to Apply:

Please submit a cover letter and resume to jobs@psarts.org, subject line: "DC MANAGER."
Please no hardcopies or phone calls.

PRIORITY APPLICATION DEADLINE: 06/24/2022

Phone and in-person interviews will be scheduled on a rolling basis.

P.S. ARTS is an equal opportunity employer and dedicated to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation.

As proponents of the human right to claim equity and quality of life, we strive, through our operations and arts education programs, to increase collective knowledge, means, and actions that recognize resources and levels of support must be tailored to the unique needs of individuals and communities in order for all people to have equal opportunities for success.

POSTED ON: 06/10/22