



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.

Reports To:	Associate Director, Communications (ADC)
Location:	P.S. ARTS Office; Los Angeles, CA
Schedule:	Office Hours 9 _{AM} – 5 _{PM} , but must be able to work some nights and weekends
Travel:	Travel to school-sites and events will be required for digital documentation
Designation:	Full-time, Exempt
Salary:	\$70,000 annually
Benefits:	Medical, Dental, Vision, Life & Disability

Position Summary:

The Digital Content Manager (“DCM”) will oversee the production, marketing, distribution, and accessibility of digital arts content, program documentation, and media communications for P.S. ARTS. The DCM will be responsible for P.S. ARTS’ external online presence, including web content and social media, as well as documentation of P.S. ARTS programs. The DCM will produce frequent, high-quality multichannel content that reflects P.S. ARTS’ mission, advances organizational goals, and aligns with the P.S. ARTS brand.

This DCM position demands a creative spirit able to deliver on multiple projects and campaigns across various P.S. ARTS platforms – internal and external; as well as within communications, fundraising, and program services. This includes project management as well as content creation.

The Manager’s primary responsibilities include:

- Promote P.S. ARTS’ mission, programs, and events across all digital strategies;
- Strategize and manage P.S. ARTS’ digital content strategy;
- Manage P.S. ARTS’ social media channels, including audience engagement; *
- Conceptualize and execute social media campaigns;
- Monitor and audit metrics, content performance, and online engagement;
- Create content around and document P.S. ARTS programs, performances, classrooms, events, and related experiences to showcase P.S. ARTS; *
- Collect and manage a database of P.S. ARTS digital assets (content, images, video, etc.); *
- With support from the ADC, review all external content for quality, branding, and alignment;
- Serve as the production lead, including pre- and post-, for all P.S. ARTS video projects;
- Support communications and media needs at organizational events; *
- Participate in P.S. ARTS’ DEIB initiative – support strategy and implementation of communications and digital media-related goals; and
- Research latest trends in digital media, production, social media, and audience engagement;

Please note this posting is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job.

** A criminal history may have a direct, adverse, and negative relationship on these identified job responsibilities potentially resulting in the withdrawal of a conditional offer of employment. Additionally, per California Education Code § 45122.1, § 45125.1, and § 44237, criminal history restrictions apply. You will not be asked to provide information about a conviction history, including a live scan clearance, unless you receive a conditional offer of employment.*

POSTED: 01/2025

DIGITAL CONTENT MANAGER

Knowledge, Skills & Abilities

- 2+ years of social media experience – content creation, marketing, and management
- 2+ years of demonstrated experience in digital marketing and communications
- 2+ years of demonstrated experience in photo/video production and editing
- 2+ years of demonstrated experience with multimedia equipment – photo, video, and audio
- Fluency across a variety of creative-based software i.e., iMovie, Adobe Suite, Canva etc.
- Excellent oral and written communication skills
- Ability to produce original and dynamic content
- Excellent organizational abilities, including ability to prioritize deadlines and assignments
- Ability to apply analytics to improve content discoverability, readability, and engagement
- Bilingual English/Spanish, preferred

Working Conditions:

- Lift, push, 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.
- 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.

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: "DCM."

Please no hardcopies or phone calls.

Open until filled. 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. Employment with P.S. ARTS is contingent upon successful clearance of all pre-employment screening and onboarding requirements. P.S. ARTS will consider qualified applications with arrest or conviction records for employment in accordance with the Los Angeles County Fair Chance Ordinance for Employers and the California Fair Chance Act.

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