

Virtual Position:

Director of Media and Outreach

The Feierabend Association for Music Education (FAME) is a 501c3 non-profit seeking to contract a part-time Director of Media and Outreach to ensure the non-profit's effective media presence and brand management. If you can manage multiple priorities to deliver on time, create a positive working environment which fosters a team approach, and work in a flexible, virtual setting, we have the perfect job for you!

We are looking for an experienced professional who will be responsible for collaborating with and empowering our volunteer media team in strategy, planning, tactical execution, and implementation.

The successful candidate will:

Exemplify outstanding organizational and time management skills

Model strong decision-making skills as a strategic thinker

Manage and empower a wide range of volunteer creatives

Be detail oriented

Motivate self and others

Priority and preference would be to contract an individual who would also have:

Proven work experience as a communications director, media director or similar role

Experience and understanding of the Feierabend Association for Music Education approach

Excellent communication, presentation, and leadership skills

Familiarity with digital marketing and different types of media channels

Experience with non-profit organizations

Formal education/training in Media, Public relations, Communication, or similar field

POSITION OVERVIEW: The Director of Media and Outreach supports the Executive Director and the Media Committee with all aspects of FAME media and communications. The position may require approximately 10 hours per week for task completion. Position reports to the FAME Executive Director. **STIPEND:** \$12,000 yr.

To fulfill the contract obligations, the contractor may use a portion of this stipend to subcontract specific elements of the contract. All sub-contractors must be pre-approved by the FAME Board of Directors.

JOB RESPONSIBILITIES:

- Serve as Editor-in-Chief of Fame Newsletter (Bi-monthly)
- Coordinate organizational branding and marketing for coherence and consistency.
- Monitor FAME mobile application and associated media/messaging.
- Coordinate regular social media posts across platforms with the media committee.
- Manage the editing and posting of podcast episodes.
- Manage FAME website on backend.
- Support the Executive Director with digital aspects of membership management, course enrollment and communications, teacher certifications and communications within and by the organization.
- Support the organization with consistent branding of logos, publicity, presentations, session materials, and other media as requested by the Executive Director.
- Intake new media, coordinate review and distribute approved media for distribution on various networks.
- Attend mutually agreed upon meetings and events related to FAME.

TO APPLY:

Review of applications will begin immediately and continue until the position is filled. To ensure consideration one should apply by **February 1, 2022**. Applications should include a letter of application that clearly addresses the qualifications and evaluative criteria listed above; current curriculum vitae or resume; and contact information for at least three references. Combine all materials into one PDF and submit via email to executive-director@feierabendmusic.org.