

Marketing Manager

Job Description

The Dancing Wheels Company & School is seeking an energetic, self-motivated, and enthusiastic individual to fill an immediate position for a Marketing Manager. Ideal candidate must work in tandem with the management and administrative team. The diverse duties of this position will support the overall Marketing and graphic design needs of the organization and other such duties deemed necessary by the President/Founding Artistic Director..

Responsibilities include, but are not limited to, the following duties:

- Ticketing for performances and events
- Special events coordination and planning, onsite event direction and oversight
- Final reporting of grants and research of new grant possibilities
- Assisting in the annual campaign and donor database updates/acquisition
- Writing and producing the monthly electronic newsletter, "The Roll Call"
- Responsible for the creation and production of all marketing materials including but not limited to brochures, annual campaigns, annual reports, invitations for fundraising events.
- Website upkeep
- Experience in Graphic Design using Adobe products is a plus

Qualified candidates must be results-oriented, highly organized, possess customer service skills, have excellent communication and written skills, the ability to work efficiently and be able to multitask, and have excellent computer skills. Must be a team player, a quick learner, pay attention to detail, willing to assist and "pitch in" as necessary to coordinate events, and proficient in social media, Microsoft Word, Excel, Powerpoint and Publisher.

A minimum of 2 years of marketing experience and/or a Bachelor's Degree in Business or Arts Administration

The position will start at 20-25 hours per week with hourly pay commensurate with experience and the possibility to grow to full time.

Applicants may apply to VFletcher1@aol.com

About the Organization:

The Dancing Wheels Company & School is a not for profit arts and disability organization established in 1980. The Company and School serve the community through educational outreach programs, mainstage performances, and public appearances. The work of the organization is steeped in inclusive arts that brings together the talents of artists with and without disabilities. The Company performs and teaches globally and is considered one of America's first and foremost physically integrated dance companies.

For more information on the Dancing Wheels Company & School log onto www.dancingwheels.org