Refracted Theatre Company is seeking a Marketing Associate for their upcoming theatrical season. This is a part-time remote position. The Marketing Associate will work closely with the Artistic Directors to create content for the company's website and email campaigns.

Commitment: 10 hours per month (guaranteed)
Rate: $20/hour

Key responsibilities :

- Writing copy, adding photos/graphics, and designing email campaigns
- Assigning email audience in Mailchimp and scheduling/sending email campaigns
- Managing Mailchimp audiences and uploading of specific audience lists
- Assigning/updating contact tags within Mailchimp platform
- Updating graphics & copy on company website and building new pages for new shows/events
- Updating landing page with graphics
- Updating IG-bio page on website so IG bio populates with correct links
- Building online program through website (using PDF)
- Collaborating as needed with Artistic Directors to acquire information for the website and upcoming email campaigns
- Collaborating as needed with Graphic Designer, and assessing graphic design needs for email campaigns and website updates.

An ideal candidate for this position is someone with the following experience (those with relative experience should still apply):

- Squarespace Web Building (or equivalent website design platform)
- Mailchimp Email Manager (or equivalent email services)
- Excel or Google Sheets
- Art Design Experience
- Copywriting
- Creative collaboration

Pay will be $20/hr, with a minimum of 10 hrs and a maximum of 30 hrs of work per month. Span of work hours will be discussed in a monthly meeting the week before the month begins, so that both the company and the designer can plan their hours accordingly.

Refracted Theatre Company is committed to creating an anti-racist, diverse workplace and strongly encourages BIPOC individuals, women, LGBT individuals, people with disabilities, members of ethnic minorities, and foreign-born residents to apply. Refracted is an equal

opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

To Apply

Please send a cover letter and resume to admin@refractedco.com with the subject like "Marketing Associate - Application". Please also send any relevant work samples and two references.