



POSITION:	Communications & Development Coordinator
DEPARTMENT:	Marketing/Development
FULL TIME OR PART TIME:	Part Time
CLASSIFICATION:	Hourly (\$20); 15 to 25 hours per week
SCHEDULE: Describe typical schedule (weekdays, weeknights, holidays and/or weekends)	Weekdays Evenings – meetings, certain performances Mornings/Weekends – occasional morning and weekend events as needed. Combination remote and in-person.
EXEMPT OR NON-EXEMPT STATUS:	Non-exempt
IMMEDIATE SUPERVISOR:	Producing Artistic Director

STATEMENT OF JOB:

The Communications & Development Coordinator serves the marketing department with a focus on planning and managing marketing and public relations campaigns to promote productions, special events, education programs, and other services, as well as general publicity for the organization. This position also assists with development efforts, working collaboratively with the Producing Artistic Director and Board of Trustees to advance the Hangar Theatre’s mission through strategic fundraising and donor development initiatives.

This position is designed for up to 25 hours per week. Possibility for increased hours available during summer season (May-August). Overtime eligible.

JOB DUTIES:

Marketing

- Work collaboratively with Graphic Designer to create promotional materials for print, direct mail, e-blasts, website, and venue signage that tell the story of the Hangar and support attendance and engagement;
- Keep company website up to date and edit site to reflect programmatic changes;
- Oversee the creation of the Hangar’s Annual Report and summer program guide, such as:
 - Maintaining a schedule of deadlines
 - Writing articles, including conducting interviews as necessary
 - Collaborating with graphic designer on layout choices
 - Collaborating with other departments to gather information
- Work with other Hangar staff and Board Marketing Task Force to develop and implement strategies that further the company’s brand and program awareness;
- Assist in the collection and editing of actor/designer headshots and bios;
- Collaborate with the Audience Services Manager to maintain public displays and marketing materials at the Theatre;
- Track expenses for the Marketing department. Process all department expenses, purchase orders, contracts, etc.

Development

- Grow individual and institutional giving programs through identification, cultivation, solicitation, and stewardship of donors, foundations, and government supporters;
- Work collaboratively on the Annual Fund campaign.
- Collaborate with marketing department and Graphic Designer, in support of fundraising activities including event invitations and specific campaign collateral;

Additional duties as assigned

REQUIREMENTS:

- Excellent organizational skills and keen attention to detail
- Excellent writing and communication skills
- Should have a degree or background in marketing
- Should have program knowledge of Microsoft Office, Google Drive, Constant Contact, and WordPress
- Program knowledge of Canva, Adobe Photoshop, and/or InDesign a plus
- Basic understanding of videography and photography a plus
- Cultural competence and the ability to interact effectively with people across different cultures, backgrounds, and identities as well as an understanding of the principles of anti-racism and anti-oppression.



Please send resume and cover letter to jobs@hangartheatre.org.