



Transport Group Theatre Company seeks a Temporary Part-Time Marketing & Digital Media Associate

About Transport Group Theatre Company

We are a New York-based, off-Broadway theatre company that since 2001 has been staging new works and radically-reimagined revivals by American writers. Our work subverts expectations and challenges narrative conventions by creating space for new American perspectives that deepen our shared capacity for empathy and understanding. We have been the recipient of many notable awards including a Drama Desk Special Award for our “breadth of vision and presentation of challenging productions.”

How we work

Our development approach is customized for each project to ensure that we are organically forging a production that only could have emerged from the voices and imaginations of the artists – performers, writers, designers, musicians – in the room. We often don't know where a new work is going at the outset, but we commit fully to taking the journey from commission to production.

Marketing & Digital Media Associate

\$23-25/hr for a TOTAL of \$8,750 from August through November, roughly 17 weeks, proposed schedule is as follows:

Approximately 15-20 hours a week. The Associate will track their hours and primarily work from home. They should feel comfortable receiving tasks and working independently while committing to midday availability for meetings, etc. M-F (with some occasional weekend work).

Job Description

The Marketing & Digital Media Associate is a pivotal part of the Transport Group Team. We're an intimate company that puts on visionary work and we want to bring someone onboard that is highly organized. This role will be responsible for supporting the part-time marketing manager and (when needed) development manager.

Pre-production tasks will consist of strategizing and moving forward the marketing goals

- Help shape the marketing and creative narrative around our fall production
- Reporting to the Marketing Manager, work with our external graphic designer to get materials approved and sized correctly
- Turn key art into social graphics, email blasts, etc.
- Create special content for social media channels
- Create and work with the Marketing Manager on drafting MailChimp Newsletters
- Keep the website up-to-date

Productions tasks

- Update ticketing wraps daily
- Create and distribute alumni and industry ticket signup forms
- Generate discount ticket codes
- Continue to oversee TG's social media accounts and newsletters
- Attendance at in-person events including Opening Night, etc.
- Assisting with community outreach efforts
- Create signage for performances including QR code program signs, information on accessible performances, etc.

Miscellaneous

- Attending weekly staff meetings, summarizing and sharing key notes
- Support our Development Manager, if needed
- Some attendance at Donor events
- Pick up marketing materials at the printer, deliver to theater
- Check voicemails remotely, interface with patrons that have ticket questions (this is not very common as the onsite box office team is the first point of contact)

Experience

- Graphic Design experience is necessary (PhotoShop/InDesign). You will be receiving graphics from our designer and will need to resize or adjust based on ad buys and social media needs
- Experience or interest in making/editing short videos via imovie/final cut/premiere a plus
- MailChimp experience a plus
- Some experience with Wordpress a plus
- Experience with OvationTix/AudienceView a plus

Compensation

This is a temporary part-time position based in Manhattan with an hourly pay rate of \$23-25. Transport Group is committed to supporting diverse work styles catered to each employee's specific needs and is open to remote work models.

Transport Group Theatre Company is an equal opportunity employer. We are focusing on creating an inclusive environment and seek to build a diverse team in the pursuit of these cultural goals. The organization is interested in receiving applications from people of all races, sexual orientations, gender identities, gender expressions, ages, classes, religions, people with disabilities and veteran status.

Qualified individuals, please submit your design portfolio (if you have one), a cover letter outlining why you would like to join our team, and your resume to jobs@transportgroup.org with Marketing & Digital Media Associate - Your Name in the subject line. No phone calls, please.