

13 | THE THIRTEEN

MATTHEW ROBERTSON ARTISTIC DIRECTOR

Part-Time Marketing & Communications Associate

10 hours per week

The professional vocal ensemble The Thirteen is seeking an organized and self-starting individual to join its team as a part-time Marketing & Communications Associate (MCA). Praised for “transfiguring the listener” (The Washington Post), The Thirteen seeks a MCA who strives for excellence and professionalism in all aspects of their work. Reporting to the Managing Director, and working with the Artistic Director, the Marketing and Communications Associate serves as primary marketing manager in support of The Thirteen’s season which runs from late September to June with summer months available for long-range projects. This position is an excellent growth opportunity for an individual interested in arts administration and being part of a team dedicated to the success of this critically acclaimed vocal ensemble.

For the right candidate, The Thirteen will consider combining this position with concurrent opening for an Artistic Administrator.

Responsibilities:

- Serve as the primary marketing manager, developing and directing print, email, and social media campaigns.
- Primary responsibility for website updates and curation.
- Primary responsibility for all mailings of concert promotions, fundraising letters, season brochures.
- Attend performances in the Washington, DC area and other events as needed. Assist with performances at the direction of the Managing Director.
- Other duties as assigned.

Candidate Profile:

- Exceptional attention to detail, organization, and time management.
- Self-starter, goal oriented.
- Maintain professionalism, punctuality, discretion, and strong representation of The Thirteen in all job functions.
- Excellent communication skills, in both speaking and writing.
- Strong customer service skills.
- Professionalism in all duties.
- Experience and skill with the Microsoft Office Suite, Dropbox, Mailchimp, Tix, Wix, Facebook, Instagram, Twitter, and Snapchat strongly preferred.
- Knowledge of database management.
- Familiarity with simple video editing (e.g. iMovie) required.
- Availability and willingness to work occasional evenings and weekends.
- Ability to drive a motor vehicle and lift up to 25 pounds (boxes, etc.)
- Music and/or arts management background preferred.
- Perform most work from home.

- Residence and city travel in the Washington Metropolitan, DC area preferred.

Compensation:

\$10,000-13,000 per year, commensurate with experience. Paid monthly as a W2 employee.

Four weeks leave per year, most of which is expected to be taken in the summer. Generous sick leave and family leave. No other benefits are offered or implied at this time. This is a part-time, non-exempt position. Hours may include evenings and weekends. While this position is primarily remote, the MCA is required to attend all in-person staff meetings, concerts, and certain other organizational events.

To apply, please submit a cover letter, resume, and a list of references to:

Todd Stubbs, Managing Director
info@thethirteenchoir.org

Applications Due June 1, 2022.

June 15 is the target start date.

The Thirteen enthusiastically supports equal opportunity in employment and contracting. The Thirteen does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. The Thirteen has and abides by its Harassment Prevention Policy, which all employees and contractors are required to sign. Applicants may be asked to undergo a background check, and employment may be contingent upon the successful completion of a background check. Employment is contingent upon Covid-19 vaccination and boosted status.