

## Communications Coordinator for PGH Photo Fair

Status: Part-time, temporary, contractor  
Hours: 10-12 hrs/month for 7 months  
Salary: \$1500 total  
Applications due by Friday April 30th, 2021

### About CDCP:

Casey Droege Cultural Productions is an artist-run, woman-owned business. CDCP is an experiment in sustaining a for-profit, socially minded arts business while building arts economy in a city with a small arts ecosystem. We support creatives and businesses through commercial ventures, public programming, and consulting services.

### Position Description:

CDCP is seeking a temporary Communications Coordinator for the 2021 virtual PGH Photo Fair season, with the opportunity to renew at the end of the season. We are looking for candidates who will provide support in our communications to audience members.

The position is 10-12 hours a month starting in late April through November 2021, with a stipend of \$1500. Work schedule is flexible, but will require attendance at weekly staff meetings.

Some contemporary art knowledge is appreciated, excellent writing and communication skills are necessary, and the ability to work closely with PPF stand and independently.

Responsibilities include, but are not limited to the following:

- Creation of content calendar for the season, with input and approval from PPF team
- Creation of content for social media, email marketing, and blog posts.
- Distribution of online marketing material through social media channels, mailchimp, and squarespace blog.

- Creation of written content for press releases
- Creation and management of online ads (FB, IG, Google) and events
- Ensures that all promotional materials are aligned with CDCP and PPF's brand identity.
- Addresses and resolves any problems that may arise with promotional content or distribution of materials.

Knowledge and Skills Required:

- Exhibits knowledge of company identity, mission, and goals.
- Demonstrates strong writing and editing skills.
- Communicates clearly and effectively.
- Possesses strong organizational skills.
- Is DETAIL oriented.
- Exhibits excellent interpersonal skills.
- Exhibits proficiency Microsoft Office Suite, Google Drive, Squarespace, Mailchimp, Facebook, Instagram, Twitter and LinkedIn.
- Is capable of thinking creatively and analytically.
- Manages time efficiently.
- Works well with a variety of different individuals.
- Possesses solid problem-solving skills.
- Flexible to last-minute changes

To apply, please send a resume and letter of interest to [casey@caseydroege.com](mailto:casey@caseydroege.com) by April 23rd.