



Arts & Humanities Bainbridge Content Manager

Arts & Humanities Bainbridge (AHB), a 501 (C)(3) local arts agency, is seeking an energetic, resourceful individual to combine creative communication skills and technical savviness to manage a new cultural community platform.

This part-time Content Manager position provides overall digital content creation, support and maintenance for Currents Online, a community cultural platform offered to Bainbridge Island by AHB. Set to debut in April 2019, Currents Online will make the island's rich world of art, humanities, and culture accessible to community members and visitors, opening a window onto this small community's amazingly rich creative culture. The site features an interactive events calendar, an arts-focused blog, directories of artists and organizations, a public art portal, and more. The Content Manager will collaborate with parties across Bainbridge Island's cultural sector to source content and solicit participation in this community project. This position will be responsible for creating and curating website content and developing a unique voice to tell the story of arts and culture on Bainbridge Island.

RESPONSIBILITIES:

The Content Manager acts as the platform's "gatekeeper" and is responsible for managing the content and day-to-day activity of Currents Online. Key responsibilities include: website curation (70%), ongoing outreach (10%), social media (10%), event communications (5%), press releases (5%), and other tasks as assigned.

The Content Manager reports to the Executive Director and works with AHB Staff and Board of Directors, artists, cultural organizations, collaborators, and volunteers to produce a variety of digital content and email communications to support the daily operations of the new platform.

Tasks include:

- Conduct regular outreach to artists and cultural organizations and stakeholders
- Curate and maintain cultural directory of events for creative individuals and cultural organizations
- Write, design, and develop content for weekly email distributions
- Assist with creation of digital marketing campaigns including email, search engine optimization and marketing strategies
- Create and maintain social media sites with current event and program information
- Produce press releases, marketing materials, and communications for upcoming events and programs, e.g. fundraising events.
- Maintain confidentiality in all aspects of board, staff and agency information
- Interact with members of the organization's Board of Directors and volunteers in addition to the public, vendors and contractors
- File and retrieve organizational documents, records and reports on AHB server
- May supervise volunteers and other support personnel
- Other duties as assigned by Executive Director

Skills Required:

- Strong knowledge of content management systems (Word Press)
- Experience in marketing / sales campaigns
- Comfortable with web content and social media platforms
- Strong writing and communication skills
- Ability to work well in a team setting and to provide training as needed
- Graphic design skills a plus