



ARTS DISTRICT

LIBERTY STATION

Job Description:

Marketing & Communications Associate

San Diego, CA

Status:	Regular, Full-time, Exempt
Location & Conditions:	Arts District Liberty Station, the NTC Foundation office (2820 Roosevelt Road, San Diego, CA 92106), and other locations in the San Diego region, as necessary. 40 hours per week, Monday-Friday.
Compensation:	\$66,000 - \$72,000, DOE
Benefits:	Paid Time Off (PTO), Sick Pay and holidays Employer-paid monthly premium for CalChoice coverage to be utilized for health, dental and vision. Alternatively, employees may opt to receive the equivalent amount as taxable income 403(b) saving plan available for employee contribution
Reports to:	Director of Marketing & Communications
Direct Reports:	None

Job Summary

As Marketing & Communications Associate you will play a significant role in raising awareness, engaging audiences, and driving interest in the programs, activities, and events at Arts District Liberty Station. Under the direction of the Director of Marketing & Communications, you will utilize multimedia tools/channels to connect with diverse stakeholders, assist with campaign development, and shape messaging that aligns with the mission and goals of the NTCF and advances the vision for Arts District Liberty Station of becoming a world-class regional hub for arts, culture, and creativity.

Duties & Responsibilities



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- Maintain a strong understanding of Arts District’s mission and goals and the vision for Arts District Liberty Station to effectively communicate to diverse audiences.
- Identify, create, and distribute compelling content across all communication channels to promote Arts District programs to inform, inspire, and engage relevant audiences and move them to supportive actions.
- Design and create visually appealing and engaging content, utilizing photos, videos, and infographics.
- Manage multiple projects and assets simultaneously, ensuring that deadlines are met, and deliverables are of the highest quality.
- Attend events representing Arts District Liberty Station to capture content, as needed.

Qualifications:

Skills and Abilities

- Passion for advancing access and opportunities to arts and culture experience in Arts District Liberty Station, and a genuine interest in the mission of the organization.
- Dedication to deepening, expanding, and strengthening the connection between Arts District Liberty Station and diverse audiences across the greater San Diego-Baja region.
- Strong visual storytelling and copywriting skills, with the ability to convey complex ideas through compelling multimedia content.
- Excellent communication and collaboration skills, with the ability to effectively work with cross-functional teams and stakeholders.
- Detail-oriented with the ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Bilingual Spanish/English communications preferred.
- Experience with photography, videography, video editing, a plus.

Knowledge

- Working knowledge of social media platforms, supportive applications, and tools for posting across multiple platforms.



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- Experience using basic design software (Canva) is essential.
- Exceptional written communication skills and a talent for digital storytelling that leads to engagement on multiple digital channels.
- Demonstrated project and organizational management skills and a history of successfully delivering projects
- Working knowledge of Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects) and other multimedia tools is preferred.

Education and/or Experience

- Bachelor's Degree or certificate in marketing, communications or a related field.
- Experience in social media, digital marketing and communications.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

TO APPLY:

Please email the following materials (in PDF file format) to: Tina Medina:
info@ntcfoundation.org

- Resume/CV
- Cover letter (1 page max.)