



## CounterPulse Fellowship for Arts Workers

# Communications Fellow

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### **About the CounterPulse Fellowship for Arts Workers**

The CounterPulse Fellowship for Arts Workers is a learn-work paid fellowship for emerging arts workers.

The 18-week fellowship runs through the CounterPulse Fall 2019 season from August, 19–December 25, 2019. The fellow works with CounterPulse for 10 hours each week during that time. Fellows will collaborate and support staff members on projects at the heart of the organization's work and forefront of the field. Fellows are paid a minimum wage of \$15.59 per hour and soft benefits package (tickets, rehearsal space, member benefits).

### **About the Communications Fellowship:**

This fellowship is an on-the-ground crash course in storytelling, outreach, and stewardship for arts nonprofits. Fellows leave this position with a working knowledge of industry practices for creating full-spectrum marketing strategies for creative non-profits. This fellow will support press campaigns, community partnership building, creative asset creation, photo and press archiving, and targeted storytelling through newsletters, blogs, social media, print material, and advertising.

### **About You:**

You know how to write a clever social media post and think spreadsheets are fun. You're a natural storyteller and talented writer with enthusiasm for the performing arts. You have a deep curiosity for arts marketing with some creative ideas of your own! You have knowledge of Google Suite, Wordpress, and can take phone calls with professionalism and ease.

### **Professional development support included in the fellowship:**

- Mentorship will focus on writing cover letters and resumes and skill building
- To support the fellow in developing their professional network, fellows will be invited to conferences, parties, and other networking events hosted by peer arts organizations.
- The fellow will be matched with a CounterPulse board member partner who they will have an incoming and outgoing lunch with.

### **Reports to:**

Justin Ebrahemi, *Communications Director (CD)*

### **Project:**

- Working with the CD, you will design and implement multi-month marketing campaigns for CounterPulse's 2019 Combustible and Performing Diaspora residencies, Co-Productions, and the Fall Membership Drive. Projects will involve day-to-day outreach and marketing responsibilities that inform CounterPulse's larger goals of cultivating and expanding audiences in innovative ways.

### **Core Responsibilities:**

- Support the creation, distribution, and maintenance of all print and electronic collateral

- including, but not limited to, eblasts, brochures, website
- Compile promotional information on CounterPulse artists
  - Support admin and creative projects for the Fall 2019 Membership Drive
  - Develop writing skills by blogging and helping draft press releases
  - Work with the entire staff to create a welcoming home for art and community as well as a communicative and respectful office space.
  - Have a creative project you'd like to prototype? Let's hear it!

**Required General Duties:**

- Reception duties & office work: including checking CounterPulse mailbox; sorting and distributing mail; scheduling, errands, data entry and photocopying; Monitoring door and assisting public as needed; Answering telephone; checking, recording, and forwarding voicemail; responding to general telephone inquiries.
- Maintenance of press archive.
- Participate in collectively-shared staff duties, including cleaning and periodic ushering for shows.
- Post CounterPulse events on listing websites
- Draft Thank You, The Works, and The Month eblasts
- Draft and post creative copy on CounterPulse social media platforms
- Attendance at weekly staff meetings and periodic production meetings; annotation at staff meetings as needed.
- Updating fellowship manual.

**Opportunities:**

- Learn about communications strategies by actively shaping organizational online presence.
- Develop networks within multiple performance communities, and learn about groups creating innovative tradition-based performance.
- Learn a wide array of marketing, curatorial, and administrative skills.
- Network with other professionals in CounterPulse peer arts organizations
- And more!

**How to Apply:**

Email cover letter and resume to Justin Ebrahemi ([justin@counterpulse.org](mailto:justin@counterpulse.org)) with the header: "ATTN: Communications Fellow: (your last name)."

Please also include a document with three social media post examples for [Combustible Residency 2019](#). Incomplete applications will not be considered. Priority given for people of color and first generation college students.

**Application Deadline:**

Deadline to apply is Monday, August 12 at 5:00PM.

**Fellow Term:**

August, 19–December 25, 2019

**Details:**

10 hours/week. \$15.59/hour