



ALJP Consulting seeks a **Digital Communications Manager** to implement and manage the firm's digital communications strategy.

We are looking for an independent worker who has excellent communication skills, is detail oriented, can meet deadlines and is passionate about equity, diversity, and inclusion in the arts and culture sector.

Who is ALJP Consulting?

ALJP Consulting is a BIPOC owned and operated firm. We put artistry and equity at the heart of our practice. We employ planning and search services to address the contemporary challenges of nonprofit organizations in the arts and culture sector. We strive to create more diverse and inclusive environments for artists, administrators, and patrons. Our services are offered on a sliding scale pricing structure and include talent searches, career coaching, strategic planning, and community building. We partner with arts organizations all over the U.S., including but not limited to: Oregon Shakespeare Festival, Dallas Theater Center, The Lark, Waterwell, Marin Theatre Company, Victory Gardens Theater, Trinity Repertory Company, Pasadena Playhouse and Mixed Blood. For more information about ALJP Consulting, please visit aljpconsulting.com.

Who is in leadership?

Al Heartley (he/him/his) is a Principal at ALJP Consulting. In addition to his consulting work, Al is the managing director of the Wirtz Center for the Performing Arts at Northwestern University. Al is a graduate of Yale School of Drama and has worked for various regional theaters across the country including the Eugene O'Neill Theater Center, Yale Repertory Theatre, The Guthrie Theater, Cleveland Play House, and Steppenwolf Theatre Company. He currently serves on the boards of the Young Nonprofit Professionals Network and the Yale Summer Cabaret.

Jocelyn Prince (she/her/hers) is a Principal at ALJP Consulting. She is also on faculty in theater and performance studies at Northwestern University, where she serves on the advisory board of the Black Arts Consortium. Jocelyn is a graduate of Bradley University and Northwestern University and has worked with theaters across the country including Steppenwolf Theatre Company, The Public Theater, Court Theatre, Woolly Mammoth Theatre Company, Cleveland Play House, and Yale Repertory Theatre. She is an Associate with Beehive Dramaturgy Studio NYC. Jocelyn is a frequent staffer and volunteer with the Democratic Party. She was a staff field organizer for the 2008 Obama for America, 2016 Hillary for America, and 2020 Kamala Harris for the People campaigns.

Leandro A. Zaneti (he/him/his) is a Senior Consultant at ALJP Consulting. He is a Brazilian-American creative producer focused on developing and producing live performance by and for people of color. He is a co-founder of Codify Art, a Brooklyn-based multidisciplinary artist collective foregrounding the work of queer and trans artists of color. He has previously worked at organizations around the country including The Public Theater, Steppenwolf Theatre, The New Group, Yale Repertory Theatre and Capacity Interactive, a digital marketing consulting company for the arts. Leandro is a graduate of the Yale School of Drama and Brown University.

Your Areas of Accountability

Communications

- With ALJP leadership, develop and execute digital communication strategy to increase brand awareness and online presence.
- Write content for ALJP Consulting News page
- Manage ALJP Consulting website using Go Daddy including regular updates to the site and recommendations to improve functionality
- Post job opportunities on various websites and manage job postings for multiple partnerships
- Coordinate with organizational partners for public announcements and execute communications across platforms for ALJP

Social Media

- Create, manage and implement social media strategy across platforms
- Create and post content across ALJP social media accounts - Facebook, LinkedIn, Instagram and Twitter
- Respond to messages and posts from social media followers
- Grow ALJP Consulting's social media presence

Essential Skills

- Knowledge of equity, diversity, inclusion, access and anti-racism theory and practices
- Writing and Editing
- Attention to detail
- Knowledge of social media KPI's and analytics
- Computer: Google Mail, Docs, Forms, Slides and Sheets; Basecamp; Canva; Go Daddy; Microsoft Office Suite; Zoom (*training and other learning opportunities will be provided for websites and programs, as needed*)
- Content Creation for Social Media Platforms
- Pluses: Experience in graphic design, marketing and/or public relations, knowledge of digital media strategy

How much are we paying and what are the perks?

- Part Time: 20 hours/week, \$25/hour (with room for growth as the firm increases capacity)
- 100% remote work with flexible hours as an independent contractor

How do I apply?

Visit aljpconsulting.com/apply-for-open-positions to submit your application. Start date is August 16, 2021.