Communications Manager
INTEMPO - Stamford, CT

Job Type: Full Time
Salary Range: Exempt; $50,000-$60,000 per year
Application Priority Deadline: October 22, 2022

Founded in 2011, INTEMPO is a Stamford, CT-based non-profit arts education and youth-development organization whose mission is to make music education relevant, accessible, and inclusive through the use of classical and cross-cultural instruments and repertoire. INTEMPO aims to create a more inclusive community through the arts and youth-leadership.

Learn more about INTEMPO by visiting www.intempo.org.

Position Description:
INTEMPO seeks a creative and visionary Communications Manager who will be responsible for the creation, management, and execution of all of INTEMPO's external and internal communications strategies. The right person for this job is a strategic thinker who will raise the visibility and awareness of INTEMPO's work through our website, email, quarterly newsletters, social media platforms, and media channels.

The ideal candidate will 1. Be passionate about INTEMPO's mission and excited about representing INTEMPO publicly and 2. Be an excellent writer with political and cultural savvy. The Communications Manager will have excellent writing, technology, and communications skills. The Manager will promote the mission of INTEMPO and keep the service populations, relevant stakeholders, and the general public informed of the organization's goals and initiatives. This person will ensure that all branding and messaging is consistent across all levels of the organization. This position reports to the Executive Director.

Key Responsibilities

- Create and implement a strategic communications plan that maintains brand integrity, amplifies INTEMPO's programs, mission, and vision
- Develop and execute marketing programs, member recruitment, and branding new program initiatives
- Identify media, press, and guest speaker opportunities and implement campaigns around key initiatives and events
- Manage all active social media platforms, drafting captions and designing all accompanying graphics for both organic and paid posts
- Update and publish content for INTEMPO's website, and work with program staff to ensure information and descriptions are current and accurate.
  - Act as primary point of contact with external website support
- Draft press releases, media kits, and all marketing collateral
● Develop the design of printed and digital marketing materials including annual reports, flyers, brochures, posters, invitations, programs, and letterhead
● Build and maintain cooperative relationships across print, broadcast, and online media outlets
● Other duties as assigned

**Desired Skills and Experience**

- Excellent writing and communication skills
- Bachelor’s Degree, preferably in Communications, Marketing, or related field
- At least 3 years of experience in communications, journalism/media, creative and/or marketing
- Documented experience in website, design, and social media management required
- Exceptional designer, storyteller, and project manager capable of communicating complex concepts clearly and persuasively to diverse audiences
- Ability to manage several projects simultaneously and prioritize appropriately
- A broad understanding and interest in youth development, social justice, and music.
- Knowledge of Wordpress and graphic design is a plus
- Fluency in Spanish is a plus

**Location:** The location for this position is flexible, but in-person work is required. INTEMPO has an office in Stamford, CT available for staff use.

**Compensation:** The position is a full time salaried exempt position. The salary range is $50,000-$60,000 depending on relevant qualifications and previous experience. INTEMPO offers paid vacation and flex time. Health benefits will be implemented by the beginning of 2023.

**How to Apply:**
Please submit the following to info@intempo.org:

1. Cover letter
2. Resume
3. 2-3 professional references
4. 3 contrasting work samples authored by applicant

In the subject line please write: “Communications Manager Application - [Your Name].” Applications will be accepted on a rolling basis until the position is filled. Priority deadline is **Saturday, October 22, 2022.**

INTEMPO is an Equal Opportunity Employer.