

Mortimer & Mimi Levitt Foundation

Interim Communications Manager Position Announcement

Position Title: Interim Communications Manager

Reports to: Senior Director of Communications & Strategic Initiatives

Location: Echo Park, Los Angeles, CA; currently remote

Time Commitment: Full-time, temporary; approximately February 1 - June 30, 2021; plus, part-time training the week of January 4, 2021

Announcement Date: October 27, 2020

Applications Due: November 30, 2020

Compensation: \$5,000 - \$5,800/month; commensurate with experience

About the Levitt Foundation

The Mortimer & Mimi Levitt Foundation is a national social impact funder that empowers changemakers to come together to build stronger, more connected communities through the power of free, live music. We realize our mission of *community through music* through two core programs: the permanent Levitt venue program and the Levitt AMP [Your City] Grant Awards, an annual grants competition. In 2019, more than 550 free outdoor Levitt concerts took place in 26 towns and cities across America, bringing joy to more than 750,000 people of all ages and backgrounds. In 2020, permanent Levitt venues and Levitt AMP sites nationwide have innovated to uplift, connect and inspire their communities in new ways—from virtual concerts and online songwriting camps to drive-in and pop-up concerts. To learn more about the national Levitt network and the Levitt Foundation, visit levitt.org.

Position Summary

The Communications Department shapes the branding, marketing and communications strategy for the Mortimer & Mimi Levitt Foundation and supports the national Levitt network of venues and concert sites through network-wide communications initiatives.

We are seeking an experienced communications professional with a keen eye for design, strong background in project management, and ability to create compelling stories through copy and imagery to support the planning and implementation of the Levitt Foundation's external communications strategies. The Interim Communications Manager will help to manage the creation and oversight of e-newsletters, eblasts, print pieces and website content. This position will support the Senior Director of Communications & Strategic Initiatives and will collaborate regularly with the Digital Communications Associate. This is a full-time, temporary exempt position to support the communications department while a team member is on maternity leave.

Key Responsibilities

- Create fresh, image-driven designs that are in line with the Levitt brand for a wide variety of projects, including blog articles, eblasts, print pieces, PowerPoint/Keynote presentations and more
- Pitch brand-building content and contribute to the blog on a regular basis through written posts and articles
- Design and implement project management tracking to organize the multiple layers and timelines of various communications projects and enable the department head to efficiently track project progress

- Gain a command of Levitt's robust Lightroom photo library and curate impactful imagery for internal and external use, as needed
- Create engaging e-communications campaigns in Mailchimp
- Manage the Levitt Foundation's external communications calendar, keeping it current
- Manage the Levitt Foundation's Mailchimp database, keeping it current
- Manage daily and weekly media coverage reporting of the Levitt Foundation and national Levitt network
- Work collaboratively with the Digital Communications Associate to ensure levitt.org website content is current and archived
- Secure and/or renew PRO music licenses for 2021 virtual Levitt Foundation programming, submitting license reports, as needed
- Help to identify, pitch and track submissions for summer and fall 2021 speaking opportunities at regional and national conferences for Levitt Foundation leadership
- Support the creation of PowerPoint/Keynote presentations and digital assets for Levitt grantee virtual convenings
- Serve as a liaison for the communications department, reaching out to website, web development and IT consultants, as needed
- Create graphics for Levitt video projects, as needed
- Help coordinate the hiring of a summer communications intern
- Pitch and draft social content if the Digital Communications Associate is out
- Perform select departmental administrative duties
- Perform other related duties, as assigned

Qualifications

- 5+ years of experience in a professional communications setting, ideally in-house
- Organized and detail-oriented
- Excellent project management skills
- Excellent creative skills as displayed through previous projects
- Strong graphic design skills, with the ability to create compelling digital and/or print designs using the Adobe Creative Suite (especially InDesign, Photoshop and Illustrator)
- Strong storytelling skills, with the ability to craft clear and engaging narratives for multiple audiences
- Experience creating and distributing email campaigns, preferably in Mailchimp
- Familiarity with Wordpress, with the ability to make minor website code adjustments, as needed
- Working knowledge of Keynote and PowerPoint
- Experience working in the philanthropic sector is preferred, but not required
- Demonstrated commitment to mission-driven work in the arts, creative placemaking/placekeeping, arts for social impact, equitable civic revitalization, or a related field
- Genuine passion for music and ability to write about artists and various music genres
- Comfortable working in a fast-paced, deadline-driven environment
- Ability to adapt to shifting priorities
- Self-motivated individual who also excels in a collaborative setting
- Adobe Lightroom experience preferred, but not required
- Meltwater experience preferred, but not required
- Adobe Premiere Pro experience a plus (for occasional video editing support), but not required

Application Submission

To apply, email your cover letter, resume, writing and graphic design sample to search@levitt.org, including "Levitt Foundation Interim Communications Manager" in the subject line.