



Keshet Dance Company and Center for the Arts
Communication Position: Communications Coordinator
Full-Time, Exempt, Salaried: \$40,000-\$50,000 annually DOE
Position is in-person, located in Albuquerque, New Mexico, with flexible/hybrid work environment

Keshet is seeking qualified candidates to support Keshet's communications and marketing efforts by creating and sharing compelling content for diverse audiences that engage the community, partners, clients, and donors. The role manages a variety of platforms and activities including social media, email marketing, website content development and updates, as well as the design and content development of marketing pieces ensuring Keshet's brand consistency.

Qualified candidates will have experience in the areas of Communications, Marketing, Business Administration, and commensurate experience in digital marketing.

In collaboration with the Communication Manager, this position includes creating, sending, and coordinating all press releases, managing and implementing general marketing and fundraising calendars, implementing website updates, and graphic design support, production and distribution. The position is also expected to attend and provide relevant support at Keshet events, fundraisers, and productions as needed.

This position includes structured on-the-job training on multiple platforms to support Keshet's marketing and communications strategy including multiple social media platforms, Word, Excel, and G Suite. Candidates will also be expected to develop skills in new software systems as needed and possess excellent communication, organizational, and project management skills.

Interested applicants should send a resume and cover letter addressing areas of expertise and areas of growth interest to Human Resources Manager, Marissa Reynolds at marissa@KeshetArts.org.

This position will remain open until filled.

Keshet Dance Company and Center for the Arts
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