

Communications Associate - Full/Part Time

Job Description: Grow with the largest dance organization in the world. This is a fully-remote writer position for a highly organized self-starter serving multiple departments, with potential for growth.

Duties:

- Maintaining an intensive flow of written communications for multiple departments (including drafting daily e-mails on behalf of the organization, communications with sponsors, competition/performance venues, YAGP participants, and other correspondents)
- Helping create venue guides and other written information materials for sponsors and other constituents
- Maintaining sponsor contract/negotiation/contact status logs
- Occasionally travel within the U.S. to work at the U.S. semi-finals on weekends
- Creating and maintaining sponsor benefits charts and assisting with follow-up
- Organizing and labeling YAGP visual materials (photo, video, etc.)
- Track and organize social media benefit fulfillment for sponsors and other partners
- Assist with collection of digital materials from sponsors and other partners
- Responding to e-mail inquiries
- Writing texts for the YAGP website, drafting copy for YAGP quarterly newsletter and other materials
- Drafting copy for YAGP's social media posts
- Assisting with some communications on behalf of the Artistic Director
- Other communication-based tasks on demand

REQUIREMENTS:

- Bachelor's degree in English, Communication, or other related fields
- This is a communication-based position, so excellent written and oral communication skills are a must, including strong interpersonal and business communication
- Highly developed workflow management and organization skills
- Ability to take direction and be flexible
- Ability to manage multiple deadlines and work under stress in a fast-paced work environment
- Sound judgment of what is and is not appropriate for various target audiences – ranging from teenage children participating in YAGP auditions to high-level donors, sponsors and partners

OTHER REQUIREMENTS:

- Familiarity with ballet and ballet aesthetic is highly preferred, as YAGP is a dance education organization and much of the communication will be dance-related
- Willingness to travel and work weekends.
- Enjoys a dynamic, fast-paced work environment.
- Team player

TO APPLY:

Please send 1) cover letter, 2) resume, and 3) Two or three writing samples showing your range as a communicator to jobs@yagp.org with the subject line: COMMUNICATIONS ASSOCIATE – Your Name