

Position: Digital Media Manager at Govenaires Performing Arts Association (GPAA)

Location: Remote/Online

Overview: The Govenaires Performing Arts Association is seeking a talented Digital Media Manager to oversee our online presence, ensuring efficient operation, maintenance, and management in compliance with GPAA's policies. This role is pivotal in managing financial and administrative aspects of our online platforms, fostering relationships with stakeholders, and maintaining transparent communication within the organization.

Key Responsibilities:

- Develop a comprehensive social media strategy across various platforms to enhance GPAA's online presence.
- Source, manage, and regularly update website content in collaboration with ensemble directors, ensuring accuracy and engagement.
- Create original, brand-aligned content, evaluating its impact on audience engagement.
- Ensure all online content aligns with GPAA's policies and mission, making adjustments based on feedback.
- Maintain the website with timely updates, keeping upcoming and past events current.
- Provide regular reports and maintain open communication with the GPAA Board and stakeholders.

Yearly Goal: Establish and maintain a streamlined, efficient system for GPAA's online presence, enhancing engagement, and identifying areas for efficiency and cost-saving.

Qualifications:

- Proven experience in digital media management or similar roles.
- Strong understanding of social media platforms and website management.
- Excellent communication and collaboration skills.
- Ability to create engaging content aligned with organizational goals.
- Detail-oriented with a commitment to organizational policies and ethics.

Compensation: \$2400 for the fiscal year, with payment terms and deliverables outlined in the contract agreement.

To Apply: Submit your resume and cover letter, highlighting your experience and how it aligns with the responsibilities and goals of this position to president@govenaires.org.

Join us in advancing the success of GPAA's ensembles and activities through your expertise in digital media management!