

Marketing Manager

Permanent –Full Time or Part Time (30hrs/week), includes some evenings and weekends. Position to start in June, 2019.

Compensation: based on experience

Reports to: Executive Director

The Idaho Falls Arts Council (IFAC) is searching for a motivated, organized, and attentive individual to join our dedicated team. The Marketing Manager is responsible for overseeing promotion of all IFAC programming, events, and facilities; managing IFAC's web, email, and social media content; maintaining relationships with media outlets; and coordinating IFAC's membership program. A qualified candidate would have excellent writing and computer skills, be community-minded, have a good eye for design, be comfortable in a variety of social settings, and have experience in a variety of marketing techniques.

Roles & Responsibilities

- Promote all IFAC programs, events, and facilities, serve as the primary contact for all media outlets, and oversee the design of all promotional materials.
- Manage all website, email, and social media content
- Coordinate IFAC's membership program
- Provide programming, sponsor, administrative, and special event support

Desired Qualifications

- Experience developing and implementing marketing strategies
- Strong written and oral communication skills
- Experience managing relationships with donors, members, clients, or similar
- Computer skills – website content management, spreadsheets, calendars, email, social media, etc.
- Confident, humble, and attentive in social situations
- Knowledge of the Idaho Falls community

To apply, the candidate must submit a letter of application, resume, and 3 references to info@idahofallsarts.org

The Idaho Falls Arts Council's mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho. The Idaho Falls Arts Council owns and operates the Colonial Theater, Carr and Hall Galleries, the WAC Artist Studios, and ARTitorium on Broadway, and provides administrative services for the Idaho Falls Civic Center.