



Marketing Communications Associate

Reports to: Director of Marketing
Salary: Commensurate with experience, \$28,000-\$35,000
Hours: Full-time, with some nights and weekend work, exempt position

Midwest Young Artists Conservatory (MYAC) is looking for a Marketing Communications Associate to contribute to the development, coordination and execution of marketing communications programs and materials. MYAC is the largest and most comprehensive privately-run, non-profit youth-music ensemble program in the Midwest, with a full-curriculum music ensemble school. MYAC operates in a state-of-the-art facility in the community of Fort Sheridan.

Responsibilities include:

- Create marketing materials to promote MYAC events, including ads, flyers, programs, posters, emails and online content
- Write MYAC weekly and monthly newsletters (requires HTML)
- Take event photos and videos for use online and in print materials
- Work with Development to develop MYAC's concert program book, including soliciting schools and businesses for program ads, writing content, and preparing the book for printing
- Develop and execute plans for using social media tools for communications to target audiences
- Keep MYAC website up to date
- Assist in Public Relations efforts, including writing press releases, maintaining media lists and developing media relationships
- Ensure that MYAC events are listed in local print and online media calendars
- Work with Program Coordinators to collect content for event and program marketing
- Work with Development Associates to create materials for fundraising events and campaigns, as well as the capital campaign.
- Help create materials for MYAC's 25th Anniversary, 2017-18.

Desired Skills and Experience:

- Prefer a degree in Communications, Advertising, Marketing, Journalism or similar field
- 2-3 years of work experience in Marketing or PR, or related internships required
- Interest or background in classical music or jazz
- Experience using social media as a marketing tool
- Strong written communication skills, including writing, editing, and proofreading
- Excellent verbal skills, with the ability to speak credibly and articulately with reporters, staff, parents, and Board members
- Strong organizational skills
- Self-starter who can work with minimal supervision
- Strong computer skills, especially in Office and HTML, Indesign, Photoshop and Adobe Suite

MYA Conservatory offers a full benefit package including three weeks of paid time off per year plus one day per year of employment, health insurance (employer pays 75%), disability insurance, life insurance, retirement (matching 3% after 1 year), and RTA Train Pass Program. MYAC is an equal opportunity employer.

To Apply: Please email letter of interest and resume to jogilley@mya.org. Applications will be reviewed immediately. No telephone applications accepted.