

JOB DESCRIPTION

RealTime Arts Marketing and Education Outreach Manager

Tags: education, outreach, administration, marketing, social media, arts, performing arts, arts administration, project management

About [RealTime Arts](#)

RealTime connects human beings through unique theatrical experiences. Founded in 2015 in Pittsburgh, RealTime creates original performance works that generate curiosity and wonder and help audiences see the world in new and unexpected ways. Every project is created by a collective of individuals from diverse realms of experience, bound by the story they're telling together. *Real People. Real Stories. RealTime.*

About this Job

We are looking for a Part-Time Marketing and Education Outreach Manager to help shepherd our company into its next phase of growth, through supporting our emerging Education and Marketing initiatives. We're looking for a self-starting, business-minded individual with excellent time management, organizational and communication skills (both written and interpersonal), strong attention to detail, and a significant capacity for problem-solving and flexibility. The ideal candidate will be a direct, clear, empathetic communicator and will have an optimistic, can-do attitude. We are looking for someone who has a true affinity for our mission, is interested in impacting communities through art, and seeks to grow along with our company. [Visit realtimearts.org for more.]

Compensation: This is currently a Part-Time position, though our goal is to evolve it to Full-Time in the future. Workload is **20 hours per week**. Compensation: **\$20/ hour**.

Location: Work will be a hybrid of remote and in-person at our office space on the North Side at [Alloy 26](#).

Arts management-related or arts-education experience is beneficial, but not required. Preference will be given to candidates with the following proficiencies and experience:

- 2+ years' experience in a high-responsibility administrative position
- Successful, demonstrable experience managing complex projects involving multiple workflow tracks
- Keen ability to manage detailed planning and scheduling, with a micro- (project-by-project) and macro- (year-long) lens
- Demonstrable success in managing time efficiently and meeting deadlines
- Marketing/ social media:
 - Experience with social media and marketing content creation
 - Ability to track and apply social media trends and analytics
 - Expertise in improving social media outcomes and reach
- Bachelor's degree or equivalent
- Knowledge of, or readiness to learn:
 - Google Workspace + Google Suite
 - Microsoft Office Suite (Word, Excel and PowerPoint)
 - Content creation and scheduling on social media platforms (Insta, Facebook, LinkedIn, TikTok)

- Squarespace or similar website platforms
- Canva and Adobe programs for creation of marketing content (Social Media, programs, flyer design, etc)
- Video editing (YouTube, etc.) for marketing purposes

Soft skills required:

- High emotional intelligence and an ability to set others at ease. This is an outward-facing outreach position in which the candidate will interact with individuals from a wide variety of backgrounds.
- Honed ability to command a room, to balance delegation with personal responsibility, and to keep collaborative teams moving forward according to thoughtfully and realistically designed plans.
- Direct, clear, empathetic communicator.

Responsibilities include:

- Assisting RealTime leadership in strategically implementing marketing, education and other development initiatives to increase brand visibility, income and growth.
- Assisting RealTime team in outreach for and administrative management of their growing Education initiatives.
- Development of plans and budgets for Marketing efforts and campaigns.
- Creating, updating and overseeing Marketing, Education, and administrative schedules and workflow for individual programs, shows and campaigns as well as for the overall company.
- Overseeing RealTime's creation and posting of social media marketing, with help from marketing interns.
- Serving as central communications hub for RealTime: fielding and organizing email correspondence, connecting with community partners, donors, educators, consultants, Board and other RealTime stakeholders as needed.
- Refining and managing data and office organization (with intern support), including maintaining production and press archives, donor/grant databases and filing system.
- Increasing company visibility through press and networking opportunities: overseeing writing, proofing, and/or sending out press releases, serving as press liaison, engaging in communication with press.
- Attending community meetings, trainings and workshops on behalf of RealTime.
- Supporting planning and execution of fundraising/ development/ education events.
- Occasional project- and field-related research.
- Updating and maintaining website content (created with Squarespace).

Equal Employment Opportunity Employer: RealTime celebrates individuals of all races, genders, orientations, ages, and abilities in our theatrical work, our process, our staff and our leadership. Our goal is to be a diverse workforce that is representative at all levels of the communities we serve. For more information please visit our [website](#).