

**JOB TITLE:** Digital Communications Associate  
**ORGANIZATION:** Aspen Music Festival and School  
**REPORTS TO:** Vice President for Marketing and Communications

**Summary:**

The Aspen Music Festival and School seeks a communications associate to create a variety of effective marketing and storytelling publications for an international-quality summer classical music festival in Aspen, Colorado. The focus of this position is on the AMFS's social media channels, email communications, and photography.

This employee should enjoy taking initiative to create social media content and must have strong writing skills and attention to detail. Experience with video editing is a plus. Other miscellaneous marketing department duties are occasionally required.

Candidates should wish to work in an environment with high standards and a desire to always strive and improve projects and processes. This position interfaces with many students and artists to create content and collaborative skills and professionalism are key. Springs and summers are fast-paced; schedule flexibility and commitment are important.

This employee works integrally with five-person marketing and public relations team. Collectively the department's goal is to enhance the international reputation of the institution, communicate beautifully with all constituencies, and meet budget and attendance goals for each event.

**Specific duties:**

Marketing publications

- Creates email newsletters and marketing flashes, coordinates with other departments, reports on metrics
- Assists with updating and improving website

Social media

- Manages all AMFS social media channels
- Creates and edits short videos
- Reports on metrics of social media

Photography

- Works with VP of Marketing and Communications to hire, assign, and manage summer photographers
- Personally, and with interns, oversees photo shoots
- Maintains organization of digital photographs and assist colleagues with photography research

Other

- Helps lead on-site guest services volunteer team

**Qualifications and Requirements:**

- Experience creating effective marketing materials, preferably in the arts and/or in digital media, including writing, editing and production
- Intense attention to detail in proofreading and meeting deadlines
- Excellent technical skills; knowledge of social media channels and culture
- Knowledge of classical music is a plus
- Excellent interpersonal skills; a marketing and "arts advocate" sensibility, team spirit, professional presentation
- Two or more years' work experience.

**To Apply:**

Submit a cover letter noting why you are interested in the job and key experiences and qualifications, a resume, and two writing samples and/or publications you have created to Laura Smith, VP for Marketing and Communications, at [LSmith@aspenmusic.org](mailto:LSmith@aspenmusic.org). No phone calls.

Note: References, writing samples, and proofreading test will be required.