ASPEN MUSIC FESTIVAL AND SCHOOL

Job Title: Communications Assistant

Summary:
The Aspen Music Festival and School seeks a full-time, year-round Communications Assistant to join its five-member Marketing and Communications department. This position reports to the Director of PR and Publications and is tasked with assisting in the department's public relations, publications, and creative efforts. This is an ideal role for a word-savvy arts-lover with the talent and enthusiasm for exploring a wide range of marketing and communications duties—whether writing event descriptions, laying out newspaper ads, monitoring PR analytics, coordinating with printers, or scheduling media opportunities with artists…perhaps, even, all in a single day!

Candidates should enjoy a fast-paced environment; have the confidence to seamlessly switch between self-directed work and group projects; and be excited to join a close-knit department of candid, boisterous, and exacting individuals. Schedule flexibility is essential; some evenings and weekends are required, particularly leading up to and during the eight-week summer season.

Duties Include:

Public Relations

- Coordinate press photos and interview opportunities
- Use Cision to monitor media mentions and pull analytics reports
- Fact-check press releases and e-newsletter copy

Publications

- Fact-check, copy-edit, and write select copy for in-house publications such as posters, brochures, flyers, postcards, calendars, booklets, and other materials (additional writing opportunities available, based on candidate's skill and interest)
- Layout and design work via Adobe InDesign and Photoshop, largely using pre-designed templates
- Assist in the production and distribution of print materials by interfacing with printers, mailing houses, local volunteers, etc.

Advertising

- Write ad copy and manage layout for daily print ads leading up to and throughout the AMFS season

Other

- Maintain the AMFS's large archives of press clips, promotional materials, and photography
- Assist with social media efforts, including creating content, monitoring analytics, and running reports.
- A countless number of other departmental duties as needed (we are very much a team of collaborators!)

Specific Qualifications:

- Bachelor's degree in English, journalism, marketing, public relations, communications, or related field
- Minimum one year professional experience in communications, journalism, or related field
- Basic knowledge of Adobe InDesign and Photoshop
- A passion for the arts is a must; an educational or professional background in the arts—specifically classical music—is strongly preferred

To Apply:
Please submit a cover letter and resume, along with any one example of your creativity (an article, a press release, a blog post, a photo of a sweater you knit for your best friend, etc.) to: Tamara Vallejos, Director of PR and Publications, tvallejos@aspenmusic.org. **Incomplete applications will not be considered.** No phone calls, please.