



Job Title: Communications Manager

Reports to: VP for Marketing and Communications

Overview:

The Communications Manager oversees key communications vehicles for the Aspen Music Festival and School, including the website and social media channels, liaises with local and broadcast media outlets and partners, and oversees new media initiatives to spotlight the events, educational activities, and community presence of the AMFS. The Communications Manager works as part of a six-person team.

Main responsibilities:

- Develops and maintains the AMFS website, keeps content updated, reviews and upgrades site on ongoing basis.
- Oversees the AMFS social media channels, creates and oversees creation of content to support brand awareness and engagement with the institution among a variety of constituents, reports on key metrics.
- Liaises and pitches local press in all mediums, including newspapers, magazines, radio, blogs, influencers, and local entities like ACRA, SkiCo, and realtors. Pitches story ideas and series, responds to requests for interviews and photos, assists with internal educational creation with media outlets.
- Liaises with broadcast media partners, especially Aspen Public Radio and Colorado Public Radio.
- Collaborates on email communications to support marketing, publicity, branding, and fundraising goals.

Qualifications:

Candidates should have 2-5 years relevant communications experience at an arts and/or nonprofit organization and have some knowledge of classical music. They should also have excellent attention to detail, high standards, and a desire to be fully engaged with a team. Experience with style guides, graphics programs, email programs, and social media management is preferred.

The AMFS presents a world-class summer festival and training program for emerging musicians, so candidates should enjoy working in the arts at an international standard of quality. Hours, especially in the summer, can include weekends and evenings.

Compensation:

- Salary range for this position is \$54,000-\$58,000.
- Full employee medical, dental, and vision insurance coverage
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible
- Cash health and wellness benefit
- An employee assistance program
- Paid holiday schedule of 18 days
- Paid vacation of 13 days the first year that grows up to 23 days after five years
- Paid sick time of 15 days per year
- Season pass to the festival plus one guest
- Aspen Chamber discount on ski passes

To Apply:

Please submit a cover letter and resume to LSmith@aspenmusic.org.

Diversity, Equity, and Inclusion:

At AMFS, we are committed to becoming an anti-racist organization and believe that when people feel respected and included they can be more creative, innovative, and successful. While we have more work to do to advance diversity and inclusion, we're investing to move our organization and classical music industry forward. In order to

create and maintain a diverse community, AMFS does not discriminate in employment opportunities or practices on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

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