

Community Relations and Promotion Coordinator

Start Date: July 1, 2025

Status: Full-Time; 36 - 40 hours a week

Compensation Basis: \$45,000 - \$50,000 / \$22 - \$25 an hour (commensurate with experience)

Required Work Hours: Mostly onsite with 25 - 30% remote possible. Work hours must be consistently defined within daytime business hours, with up to 20% flex time available.

Application

Please send *application letter* and *resume* to Rob Armstrong Martin: rob@abqiltheatre.org

- Please include at least two references

Interviews begin the week of June 9

Job Summary

The role involves managing and executing a comprehensive promotional marketing plan for production and events hosted or co-produced by ALT, as well as creating and maintaining community relations to build sponsor, and advertiser relationships with locally owned businesses and patron donors.

Key Responsibilities

- **Marketing & Promotion:**
Develop and execute a marketing timeline; collaborate on content and materials; manage advertising, social media, photo/video shoots, and media interviews.
- **Print & Distribution:**
Coordinate with graphic designers, print materials, and ensure timely distribution and program delivery.
- **Donor & Sponsor Relations:**
Secure sponsors and donors, track donations, maintain donor communications, and manage recognition in programs.
- **Event Planning & Support:**
Assist in organizing fundraisers, donor events, and volunteer engagement activities.
- **Administrative Duties:**
Track tasks and hours in internal systems, maintain open communication with supervisors, and manage volunteers.
- **Compliance & Confidentiality:**
Follow budgeting guidelines, company policies, and confidentiality requirements.

- **Other Duties:**

Perform additional tasks as assigned by the Executive Director.

Minimum Requirements

- 2 or 4-year degree in Marketing, Business Administration, Theatre Administration/Marketing, or other related field
- At least 2 years of work experience in related field
- Experience and knowledge of the theatre arts
- Knowledge of Word, Excel, Google Workspace, Canva, Adobe, Constant Contact, Hootsuite
- Strong interpersonal skills and ability to collaboratively and effectively work with others
- Efficiency; adhere to deadlines; flexibility; strong work ethic