Marketing Associate

POSITION SUMMARY

Salary: $45,000 - $50,000 annual
Location: Hartford, CT (in person)
Supervisory role: No
Department: Marketing
Reports to: Director of Marketing and Communications
Status: Full-time, non-exempt (40 hours/week)
Benefits: Yes

Who we are

The pandemic shutdown gave us a chance to pause. We used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we re-opened our doors, we at Hartford seized the moment to take intentional, deliberate actions to truly become Hartford's stage.

Who we're looking for

Theater marketing is a combination of many different skills: writing, data analysis, graphic designing, website updating, project coordination, understanding plays, interacting with all different kinds of people — and more that we continue to develop every day. You don’t have to be an expert in all of them in order to be successful, but you should be comfortable with some of them and have an interest in learning more. We’re looking for someone who values collaboration, flexibility, and an openness to continuous professional growth.

The position we’re filling

As the Marketing Associate, you will be directly working with the Director of Marketing and Communications, the Associate Director of Marketing, the Front of House Manager, and the Box Office Manager, as well as a variety of other departments, in order to support Hartford Stage’s audience growth and community engagement. You’ll be part of an exciting time at the theater, where we’re reimagining how we can be a part of the community in meaningful ways, collaborating with new partners and vendors, and exploring new strategies that fit the world we inhabit today.

What you’ll be doing

- Writing copy for emails and social media posts
- Assisting with graphic and video design
- Representing Hartford Stage within the community/at events
- Developing relationships with community partners and vendors
- Updating the website when new information is available
- Researching new trends and best practices
- Supporting the team with other projects as needed
What you bring

Excellence in:

- Verbal and written communication
- Project coordination
- Time management, prioritization, and self-discipline
- Creative problem-solving
- Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
- Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

- Multilingual
- Flexibility to work occasional nights and weekends
- Experience working in an administrative setting
- An interest in/or knowledge of the Hartford area
- Passion for supporting the arts
- Curiosity to learn more about the many functions within the marketing department

What we bring

- A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
- An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
- A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
- A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

We know there are great candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that’s you, don’t hesitate to apply and tell us about yourself. Since our re-opening, post the pandemic shutdown, Hartford Stage has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation! All are encouraged to apply.

Please email your letter of interest and most current resume to hr@hartfordstage.org

Hartford Stage has a mandatory COVID vaccination policy for all employees. Details on the policy, as well as procedures for seeking reasonable accommodations relating to disability or religious practice, will be provided to all candidates for employment during the interview process.