

Communications & Digital Content Coordinator
Manhattan Arts Center – 1520 Poyntz Ave, Manhattan, KS

Part-Time (25–30 hours/week)

\$18.00–\$22.00 per hour, depending on experience

Position Summary

The Communications & Digital Content Coordinator is responsible for creating and sharing the stories that connect the community with Manhattan Arts Center. This position develops engaging visual and written content for social media, email marketing, the website, and community calendars while documenting classes, productions, events, and community experiences through compelling storytelling and visual design.

Working closely with the Executive Director and program staff, this position ensures MAC maintains a consistent, professional, and engaging public presence across all communication platforms.

The ideal candidate is creative, highly organized, visually driven, and an excellent storyteller who understands how different audiences engage with digital content.

Essential Responsibilities

Content Creation

- Design education brochures, playbills, posters, signage, postcards, mailings
- Design graphics for social media, email campaigns, print materials, and digital advertising.
- Collect cast bios and photos for playbills.
- Support fundraising campaigns, membership drives, and special events through communications.

Social Media

- Plan and schedule daily content across multiple social media platforms.
- Promote productions, classes, special events, and organizational initiatives through engaging storytelling.
- Monitor comments and messages and respond or route inquiries appropriately.
- Track engagement and recommend improvements.

Communications

- Create weekly email newsletters.
- Develop segmented email campaigns for specific audiences.
- Write and distribute press releases.
- Coordinate and occasionally participate in podcast, radio, television, and other media interviews on behalf of MAC.
- Update website content frequently.
- Maintain event listings on community calendars and tourism websites.
- Work with Director of Education to keep class listings updated.

Box Office Management/Operations Support

- Serve as the welcoming first point of contact during box office hours, assisting patrons in person and by phone with ticket sales, class registrations, and general inquiries.
- Prepare and organize ticketing materials for performances and special events.
- Order and maintain inventory of bar supplies, concessions, and office supplies.
- Coordinate season ticket holder acknowledgments and thank-you communications.
- Send timely reminder emails to volunteers in advance of each performance or event.

Qualifications

Required

- Experience using Canva; Adobe Creative Suite experience a plus.
- Excellent writing and proofreading skills.
- Experience managing social media business accounts.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to occasionally work evenings and weekends for show openings, special events, and community programs.

- Capture photos and short-form video content during performances, classes, rehearsals, and community events for use across digital platforms.

Preferred

- Experience with:
 - Email marketing platforms
 - Canva Pro
 - Google Workspace
 - Website content management systems
 - Social media management and scheduling tools
 - Google Analytics and social media insights
 - Event marketing promotion
 - Basic photo editing

Desired Characteristics

The successful candidate will be:

- A creative visual storyteller with an eye for compelling content.
- Curious and creative.
- Self-directed and dependable.
- Organized and detail oriented.
- Comfortable juggling multiple deadlines.
- Passionate about the arts and community engagement.
- Able to work collaboratively with artists, educators, and administrative staff.

Schedule

- 25–30 hours per week.
- Regular weekday hours include staffing the box office Tuesday–Friday during designated hours, with a flexible schedule totaling 25–30 hours per week.
- Evening and weekend availability required for show openings, fundraising events, and occasional community programs.

Compensation & Benefits

- \$18.00–\$22.00 per hour, based on experience.
- 30 hours of paid vacation annually (equivalent to one regular workweek).
- Professional development opportunities.
- Creative, collaborative work environment in a vibrant community arts center offering theatre, visual arts, arts education, and cultural programming.

Please send your Resume, Brief letter of interest, and 2-3 work samples or a portfolio link to Kendra Kuhlman – director@manhattanarts.org by Friday, August 28, 2026. Application review and interviews will be September 1-4 with an anticipated start date the week of **September 8, 2026**.