



**IMAGINE  
MAYDAY**

**IN THE HEART OF THE BEAST  
PUPPET AND MASK THEATRE**

**Position Title:** Communications & Program Innovator

**Reports to** Interim Executive Director

**Compensation:** 20-30 hours a week \$20/hr

**Temporary Contract:** August - December, with the possibility for extension.

**Benefits:** In addition to 10 approved/paid holidays (with alternate holidays approved by supervisor with advance notice), PTO is accrued by new hires at 1 hour for every 12 hours worked for full time employees. This is prorated for part-time staff, and would accrue at .5 hours for every 12 hours worked for this role.

**Schedule:** HOB T's business hours are 10am-4pm, Monday through Friday. All staff currently work remotely, with some work on-site in accordance with COVID safety protocols. We offer flexible arrangements to all our staff. Some evenings and weekends may be required. Attention to detail and deliverable timelines is the most important consideration regarding your schedule.

### **About the Role**

The Communications and Program Innovator will work with HOB T's collaborative staff team to design, implement, and promote engaging arts experiences that inspire creativity, connection, and equity. Activities include: marketing content creation, accessibility planning and services, and curating participant experience.

### **Responsibilities**

#### **Communications**

- Oversee design, content development, production, and distribution of collateral for HOB T's website, e-newsletters, social media, participant surveys, and other promotional materials.
- Support the dissemination of other information including press releases, job postings, and other messaging.
- Create marketing plans and content to promote all HOB T programming
- Ensure that all projects and programs are promoted within the context of the organization's wider brand identity
- Ensure that documentation, press coverage, and collateral material is archived

- Lead the organization's social media presence
- Create and send monthly newsletters

### **Programs**

- Work collaboratively with the programs team to design, implement, and promote HOBT's artistic programming
- Create accessibility plans for programming, including coordinating ASL interpretation, Audio Description, safe sensory spaces, and other accessibility offerings.
- Manage virtual programming needs including tech support (Zoom and Facebook live)
- Create and manage participant registration system; track participants sign up and communicate program information with participants. Curate participant experience from registration to follow-up to program experience.
- Support creation of art kit assembly and distribution.

### **Experience:**

A successful candidate will have some combination of the following qualifications:

- Demonstrates self-awareness when working across race and culture and commitment to dismantling white supremacy culture.
- Experience with Google Drive, Google Calendar, Gmail, Microsoft Office (Excel & Word)
- Expertise with the design platform of your choice (Photoshop, Illustrator, Canva, etc)
- 2 or more years experience in communications, arts administration, project management, or a related field
- Excellent verbal and written communication skills. The ability to communicate in Spanish is a plus.
- Strong relationship-building skills. Self-motivated, creative, detail-oriented, and able to work independently and as part of a team
- Able to organize and coordinate multiple projects at once without losing attention to detail

**To Apply:** Please send a cover letter and updated resume sharing your skills and experience to [execdir@hobt.org](mailto:execdir@hobt.org) by **July 31st**. Document titles should include your name and be attached as a PDF. This position will be open until filled, with interviews beginning the second week of August.

**Organization Transition Note:** In the Heart of the Beast Puppet and Mask Theatre emerges from its chrysalis in 2021. This restart requires a 'start-up like' atmosphere that will require workflows that are developed in real-time with the executive committee and staff.

HOBT's transition harnesses the possibilities of co-creation, collaborative leadership and learning. Top candidates are knowledgeable, self-motivated, and flexible to approach confronting this complex moment. In order to promote more language access in our organization, we are interested in and hopeful for bi and multilingual candidates

*HOBT is an equal opportunity employer. HOBT acknowledges the race, gender, and accessibility gaps in education, employment, and income present in our city, in our state, and in the Twin Cities arts community. Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve.*