Actors Theatre of Louisville
Communications Coordinator
Posted February, 2020
Reports To: Director of Communications & Patron Experience
Department: Communications & Patron Experience
FLSA: Non-Exempt

About Actors Theatre of Louisville

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for a Communications Coordinator.

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre’s mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors’ vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Summary of Position

The Communications Coordinator supports the marketing and communications teams with press and media relations, audience engagement, content management and content creation initiatives. This requires an ambitious, highly motivated individual who believes in the power of live theatre. This person will play a key role in nurturing and cultivating strong community and industry relationships, developing brand awareness and messaging that supports Actors Theatre’s mission and business goals through broad-based multimedia and public relations campaigns.

The essential functions include, but are not limited to the following:

Press

- Cultivates and maintains positive relationships with local, regional, national and international print and broadcast representatives and publications.
Facilitates interviews with staff and guest artists, including actors, playwrights, directors and designers.
Maintains media contact list.
Manages creation and distribution of press releases and press kits.
Manages press and photography archive.

Social Media
- Actively engages with other internal departments to cultivate content creation opportunities for social media and editorial.
- Collaborate with Marketing team to create and produce promotional content.
- Manages digital community engagement and patron feedback.

Communications & Patron Experience
- Coordinates front-of-house patron communication including digital signage, audience advisories and curtain speeches.
- Supervises and mentors Apprentice intern.
- Assists with special events throughout the mainstage season and during the Humana Festival weekends.
- Monitors calendar of awards and special publication issues for which Actors Theatre and/or staff members can be submitted.
- Performs other duties as assigned by Director of Communications & Patron Experience.

Knowledge, Skills & Abilities
- Ability to unite and collaborate with staff, stakeholders, media, community leaders and vendors.
- Excellent organizational and time-management skills, and strong attention to detail.
- Excellent verbal and written communication skills.
- Ability to work easily and comfortably in a fast-paced and rapidly changing environment.
- Ability to successfully manage multiple time-sensitive projects and deadlines.
- Ability to take initiative to solve problems.
- Ability to handle sensitive information and maintain confidentiality.

Qualifications
- Energetic self-starter with exceptional attention to detail.
- Creative person who enjoys working in a team environment.
- Must work a flexible schedule, including some evenings, weekends and travel as needed, including assisting with special events and Humana Festival weekend events.
- Strong desire to be a positive influential brand ambassador for Actors Theatre.
Excellent computer skills, particularly in Microsoft Office, Google Suite, and social media platforms.

Compensation
Starting salary is $30,000 annually. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, and a 403(b) retirement plan.

To Apply
Applicants for this position should email cover letter, resume, two (2) writing samples and three (3) professional references to: Elizabeth Greenfield, Director of Communications & Patron Experience egreenfield@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.