

[Washington Filmworks](#) and its partner organization [Whipsmart](#) are seeking a full time Communications Manager to work approximately 40 hours a week. Responsible for sourcing, writing, producing and distributing content for online and/or offline platforms, the Communications Manager will also develop a communications strategy and execute the work plan. The Communications Manager will also work within a strategic framework to deliver editorial content that is timely, resonates with each unique audience and meets the objectives of the organization.

We are looking for someone with excellent written and verbal communication skills and the ideal candidate will be creative, knowledgeable about our mission, and enjoys writing in a variety of formats. They must be able to work collaboratively, be a strong problem solver with the ability to pivot and shift seamlessly in a small fast paced environment. Due to the pandemic, staff currently works remotely.

Responsibilities / Skills

- Expert writing and communication skills in both short and long formats with experience drafting, editing, and publishing monthly newsletters and annual reports.
- Experience working with community partners on content development and promotion.
- Manage and promote the organizations' brand in a diversity of communication platforms such as websites, monthly newsletter, blog and social media.
- Experience measuring metrics and KPIs to track engagement and reach, using the data to adjust content and overall communications strategy.
- Source and manage a database of visual assets used in communications materials.
- Develop, maintain and execute an annual communications strategy and work plan.
- Track Washington film industry and creative economy press breaks and related stories.
- Manage external vendors supporting the communications platforms.
- Must handle change and last minute deadlines with grace and professionalism.
- Attend meetings, conferences and / or industry events as needed.
- Follow through with correspondence and documents.

Required Qualifications:

- Combined 5 years of professional marketing and communications experience
- Clear, concise communication style and good judgment imperative
- Resourcefulness and strong organizational skills essential
- Exceptionally strong computer skills including expertise with Google Workspace, Microsoft Word, Excel, Power Point, Constant Contact, Hootsuite, Squarespace, Wordpress, Webflow, and proficiency with Photoshop and/or Adobe Suite.

Desired Qualifications:

Bachelor's Degree in marketing, English, communications, or related field from accredited university.

Some desktop publishing and graphic design experience preferred

Working knowledge of the film industry

Compensation:

- \$75,000-\$85,000 DOE
- Health / Dental Insurance
- Two weeks vacation (accrued) / Washington State Holidays
- Work from Home Stipend

How to Apply:

Send resume and cover letter to Resumes@WashingtonFilmworks.org. Materials must be submitted no later than June 17, 2022.

Who We Are:

Washington Filmworks is a not-for-profit 501(c)(6) organization that manages the Motion Picture Competitiveness Program as well as a diversity of resources for the creative industries in Washington State. The mission of Washington Filmworks is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry. In 2020, Washington Filmworks launched Whipsmart, a partner organization to support Washington's creative economy.