

The communications team at [Washington Filmworks](#) and its partner organization [Whipsmart](#) is growing. Are you passionate about Washington's creative community and motion picture industry?

We are seeking a full-time Communications Coordinator who will work alongside the Senior Communications Manager to effectively share the story of Washington's creative economy. Both Washington Filmworks and Whipsmart are nonprofits that help those making a living being creative, either by financially supporting projects, providing business resources or advocating for policies and programs that support artists, craftspeople and entrepreneurs. This role will oversee the day-to-day coordination of communications initiatives and will be responsible for helping to imagine, build, and maintain a variety of resources to showcase the organizations and spotlight the statewide creative community.

As an ideal candidate, you will have excellent written and verbal communication skills. You will be creative, knowledgeable about our mission, and enjoy writing in a variety of formats. You will be a self-starter who can work independently with an emphasis on personal accountability and also enjoy collaboration. You should be comfortable both in front of a computer and in the community. You must be a strong problem solver with the ability to pivot and shift seamlessly in a small, fast-paced environment. Given the unique nature of our work, no day at the organization is the same. One day, we are celebrating the start of a film production and on another we are in Olympia talking to elected officials about the economic impact of the creative economy. It's sometimes a wild ride but it's definitely a fun ride!

We believe that diversity of ideas and experience is one of our greatest strengths. We strongly encourage candidates from underrepresented communities to apply, which often include: Black, Latino, Indigenous and American Indian/Alaska Native/Native Hawaiian, Asian Americans, and Pacific Islanders, and other persons of color, members of religious minorities, refugees, migrants, lesbian, gay, bisexual, transgender, and queer (LGBTQIA2S+) persons, rural communities, formerly incarcerated persons, persons experiencing homelessness, and persons with disabilities. Although no candidate will match 100% with this job description, culture fit and willingness to learn with us is as important as the skills you bring.

All applicants must be Washington residents and staff currently work remotely.

Responsibilities / Skills

- Maintain a thorough understanding of brand guidelines for both organizations.
- Provide digital communications support including content design and layout.
- Help in development of both digital collateral and printed materials.

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- Support social media management including assisting with content and scheduling of posts across multiple platforms
 - Maintain steady and clear communication with community and partners
 - Participate in light photography and videography projects, including editing and working with external vendors
 - Provide support for both virtual and in-person events including but not limited to attending functions outside of regular hours
 - Tracking data and outcomes, including reporting in multiple formats
 - Actively participate in team meetings

This list is not exhaustive. All staff work together collaboratively and in a changing environment, and at times are called upon to complete other duties.

What you Bring:

- Deep commitment to equity as a goal and approach
- Sense of humor and joy for the work
- A desire to engage in candid two-way feedback
- Initiative, creativity, flexibility

Qualifications:

- Basic graphic design, photography/videography and editing skills
- Web maintenance and design support
- Project management skills
- Ability to accurately maintain and produce documents, presentations, reports
- Resourcefulness and strong organizational skills are essential
- Proficiency with with Google Workspace, MS Office, Constant Contact, Hootsuite, Squarespace, Wordpress, Webflow, Adobe Photoshop and/or broader Adobe Creative Suite and Social Media platforms
- Clear, concise communication style and good judgment are imperative
- Ability to manage competing priorities, while remaining responsive and communicative
- Ability to work independently
- Experience in communications/marketing or related field is preferred
- Working knowledge of the film industry is an asset

Compensation:

- \$24.04 - \$33.17 per hour. Full time employees are expected to work 40 hours per week.
- Health / Dental / Vision Insurance
- 401(k) Retirement Plan and Employer Contribution
 - Employer provided 5% contribution of gross wages annually. No match required.

- PTO: 2 weeks vacation (accrued) plus 6 days of Sick and Safe Time (accrued)
- 11 Paid Holidays Annually
- 1 Floating Holiday (to be used at the employee's discretion)
- Work from Home Reimbursement

How to Apply:

Send resume and cover letter to Resumes@WashingtonFilmworks.org. Deadline to apply is Friday, September 22, 2023.

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.