

# Marketing & Communications Coordinator

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Preferred

American Musicological Society Inc.

NEW YORK, New York, United States (hybrid)

3 days ago

## Description

The American Musicological Society (AMS) invites applications for the role of **Marketing & Communications Coordinator**.

The Marketing & Communications Coordinator is a key member of the staff of the American Musicological Society (AMS) and helps ensure effective marketing, communications, and constituent support for the Society. Reporting to the Executive Director, this role provides substantial opportunity to interact with AMS members and volunteers and to help drive membership and outreach growth by strengthening organizational communications and marketing.

The ideal candidate will have excellent writing and project management skills, experience updating and maintaining websites, and the ability to work quickly and independently.

### DUTIES & RESPONSIBILITIES:

- Maintain and update the Society's marketing and communications calendar
- Maintain and update the Society's websites
- Help manage the Society's social media accounts
- Correspond with members and constituents in support of AMS programs and events
- Draft and design the Society's monthly e-newsletter
- Update and service the Society's listserv
- Monitor and report on the success of the Society's marketing and outreach efforts
- Serve as an integral member of a small staff, contributing ideas and energy to advance the Society's mission
- Assist with marketing and communications infrastructure projects and initiatives
- Other tasks as required

This is a full-time position, with the option for a hybrid schedule of 1-2 days per week in office.

Compensation is competitive and commensurate with experience. Position comes with a comprehensive benefits package, including medical, dental, vision, and life insurance, a 401k plan with 10% employer match after 6 months, and generous paid vacation and sick time.

To apply, submit a cover letter and resume via the AMS **Marketing & Communications Coordinator** job listing on Idealist.org. Applications without a cover letter will not be considered.

Review of applications will begin on February 1 and continue until the position is filled.

If you have questions about this position or the AMS, contact us via email at [ams@amsmusicology.org](mailto:ams@amsmusicology.org).

## Requirements

### ESSENTIAL REQUIREMENTS:

- Bachelor's or equivalent degree and 2-3 years relevant experience
- Strong project management skills, including ability to problem solve and work independently
- Strong writing and communications skills
- Proficiency in Microsoft Office, Google Suite, WordPress, and most common office technologies
- Working knowledge of CSS and HTML
- Experience working with CRM and marketing or social media automation platforms

Preference will be given to those with nonprofit experience and/or a demonstrated interest in music/musicology and the humanities. Applicants must be resident in the greater New York City area and legally authorized to live and work in the United States.

## Job Information

- **Job ID:** 67696353
- **Workplace Type:** Hybrid
- **Location:**  
NEW YORK, New York, United States
- **Company Name For Job:** American Musicological Society Inc.
- **Position Title:** Marketing & Communications Coordinator
- **Job Function:** Marketing Manager
- **Job Type:** Full-Time
- **Job Duration:** Indefinite
- **Min Education:** BA/BS/Undergraduate
- **Min Experience:** 2-3 Years
- **Required Travel:** None
- **Salary:** \$62,000.00 - \$70,000.00 (Yearly Salary)

[American Musicological Society Inc.](#)

Please refer to the company's website or job descriptions to learn more about them.

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