

Position Description: Communications & Development Associate

Position Type: Non-exempt, Part-time, (20-30 hours/week)

Purpose: Works under the immediate direction of the Managing Director and the Director of Programming & Development. This role provides communication support across key organizational areas, including marketing, external communication, development, and community engagement.

Marketing & Communications

- Serves as external communication support for Directors with community partners, sponsors, patrons, and arts groups.
- Updates the website, marquee, and lobby images as marketing materials are received from graphic designers, user groups and promoters.
- Generates and executes targeted email marketing campaigns through ConstantContact, with direction from the management.
- Submits promotional deliverables, including photos and content, to the Social Media team.
- Tracks ad sales, invoices, and graphics for *Broadway in Bartlesville!*
- Proofs and submits all press releases, as well as print and digital marketing copy.
- Prepares postcards and mailings for season subscriptions and promotions.
- Creates, tracks, and distributes promotional vouchers to community partners.
- Tracks the placement of posters and marketing materials for The Center's programming with support from interns.

Development & Governance Support

- Maintains the CRM database and generates giving reports to support fundraising initiatives.
- Attends Bartlesville Community Center Trust Authority (BCCTA) meetings as scribe, as schedule allows.
- Prepares and distributes Trust Authority packets in coordination with the Directors.
- Assists Directors with the creation and official filing of Trust Authority agendas and minutes.
- Attends community events as an official representative on behalf of The Center when Directors have scheduling conflicts.

Patron, Volunteer, and Artist Liaison

- Plans and facilitates annual volunteer appreciation and patron engagement events.
- Schedules and manages volunteers for both ticketed and non-ticketed events.
- Coordinates greenroom and crew hospitality needs for *Broadway in Bartlesville!* and other programming.

Front-of-House & Operations Support

- Provides front-desk coverage: greeting visitors, answering phones, and processing ticket sales.
- Runs local operational errands as required.
- Maintains a flexible schedule, including regular evening and weekend availability to support events.
- Performs other duties as assigned by management.

Qualifications & Skills

- Flexible contributor with strong organizational, communication, and interpersonal skills.
- Proficiency with basic office software; experience with CRM software, ConstantContact, and QuickBooks preferred.
- Ability to work independently, exercise initiative, and manage multiple shifting priorities in a dynamic arts environment.