

Digital Content Coordinator

Description:

The Digital Content Manager will be responsible for the creation of various media content on behalf of Twin Cities Catalyst Music.

They are essential in the organization's continued efforts to provide young people a space to perform, develop entrepreneurial skills, gain workforce experience, and explore potential careers.

Time Commitment:

- 20 hours per week

Weekly Creative Duties:

- Graphic design for show and event flyers
- Portrait and event photography
- Event videography
- Optimize video content for Instagram Reels and TikTok formats

Regular Responsibilities:

- Regular and timely attendance
- Attend weekly staff meetings
- Flexible schedule to work nights and weekends
- Respond to routine questions and requests
- Professional demeanor required at all times
- Cultivate relationships in the local scene
- Train, lead, and instruct staff, volunteers, and interns
- Provide positive, reflective, and constructive feedback for staff, volunteers, and interns

Duties:

- Regular and timely attendance
- Attend virtual and in-person meetings
- Flexible schedule to work nights and weekends
- Respond to routine questions and requests
- Enthusiastic participation in annual fundraising efforts
- Professional demeanor as a leader, role model, advisor, and mentor in the community

Skills & Qualifications:

- High school diploma or equivalent
- 1-2 years experience in youth work
- Excellent verbal, written, and organizational skills
- Detailed knowledge of Google Docs
- Knows how to collect and utilize data
- Technologically proficient
- Social media savvy
- Detail oriented with the ability to prioritize tasks and communicate while managing projects

- Ability to work well in high stress situations
- Self-motivated independent thinker who leads by example

Additional info:

Catalyst is an equal opportunity employer and BIPOC, women, people with disabilities, and/or people identifying LGBTQIA are encouraged to apply. Ability to speak either Spanish, Hmong, and/or Somali is preferred but not required. Applicants will be expected to travel regularly between venue locations in Burnsville and St. Paul.

How to apply:

Send a resume, cover letter, and questions to Executive Director, Jack Kolb-Williams at employment@catalystmusic.org or 612-470-0282