

**Control Group Productions**  
**Associate Director of Marketing & Relationships Job Description**

Position Title: Associate Director of Marketing & Relationships  
Reports to: Artistic Director  
Classification: Full Time (40 hrs/wk) Annual Contract - Non-exempt  
Compensation & Benefits: \$32,000 per annum  
\$150 per month Health Stipend  
\$25-50 per month Equipment Stipend  
Flexible PTO, baseline of 4 weeks  
Location: Denver, Colorado (mostly remote until further notice)

**THE COMPANY**

Control Group Productions (CGP) is an artist-led organization and a leading regional voice in immersive and site-specific performance. We take an expeditionary art-making approach, focused on large-scale projects that combine research, social engagement, and a transdisciplinary creative process into richly innovative live experience.

Our programming includes in-house projects and a robust Artist Services Program that supports work and activities across the local professional community. Our projects take place at sites across the Denver-Boulder metro area, and often involve social engagement programming with local communities.

Prospective applicants are strongly encouraged to review Control Group's website at <http://www.controlgroupproductions.org/> before submitting materials for consideration.

**THE ROLE**

As a core member of a two-person administrative team, this newly re-designed role will lead public communications efforts on all CGP programming and projects, build and maintain relationships with partners, and provide administrative support for personnel and productions. This individual will work closely with the Artistic Director, other staff, and project artists, with opportunities to contribute to Control Group's programmatic vision and administrative processes.

## **RESPONSIBILITIES**

### *Marketing (est. 18 hours/week)*

As CGP's lead storyteller and primary interface with the public, this person will:

- Lead the development and implementation of marketing plans for all public events and marketing campaigns.
- Shoot promotional and documentary photography and video.
- Design & distribute all marketing pieces (print & digital), press releases, handbills, and other public statements.
- Manage web and social media presence, including website maintenance, social posting, and communication with followers. (Note: in 2021-22 this will include development and management of a new Safety & Accessibility Resources site for broad community use.)
- Manage ticketing and box office activities.

### *Partnerships & Relationships (est. 15 hours/week)*

As one of CGP's primary contact points with external partners, this person will:

- Build and maintain relationships with programming partners and sponsors including food & beverage, social engagement, co-producing artists & orgs.
- Participate in programming vision and planning, with a focus on pursuing partnership opportunities and goals.
- Participate in development activities including building relationships with sponsors, donors, and philanthropic organizations.
- Manage partner agreements, including delivery of goods and information, and fulfilling advertising commitments, and participating in venue contracting and permitting.
- Coordinate volunteer activities.

### *Administrative & Production Support (est. 7 hours/week)*

As part of CGP's core administrative team, this person will:

- Attend weekly production meetings.
- Create and execute contracts for project personnel and guest artists.
- Serve as point of contact for CGP staff and contractors for HR and scheduling needs.
- Support peak-workload periods around productions.

Depending on the applicant's relevant experience and interest, these responsibilities can be adjusted to include additional tasks around fundraising, production design, and equipment maintenance (with equivalent reductions in other responsibilities).

## **QUALIFICATIONS & CHARACTERISTICS**

We are looking for someone who is creative, organized, passionate about Control Group's artistic vision and community impact, and excited to work together to grow our organization. We realize this position involves work across multiple professional fields, and our goal is to find an individual with experience in some areas and the ability to develop additional skills. We welcome artists and designers of all disciplines, event producers, organizers, administrators, and public servants.

**Inclusion & Diversity:** We are committed to proactive and inclusive hiring practices, and are working to increase the diversity of identities and perspectives within our organization. We strongly encourage individuals of all identities to apply, and welcome nontraditional education and professional experience. We are committed to working together with passionate, capable candidates to establish accommodations around socioeconomic situations, disability, cultural difference, health and family needs, and other situations.

**Skills & Experience:** We do not have set requirements around education and professional experience. Instead, we are looking for candidates with passion and ability to learn, and with substantial skills and experience in the following areas:

- Professional or educational focus: Marketing, Graphic & Web Design, Arts Administration, Nonprofit Management, Performing Arts, Visual Arts.
- Excellent communication skills: strong command of written and spoken language, effective and sensitive communication with co-workers, customers, and partners.
- Strong creative skills: ability to translate ideas into words and images, grasp artistic process and goals, cultivate rich audience experiences in marketing and interactions.
- Strong organizational skills: flexible and resourceful problem-solving, able to work independently and collaboratively, organize ideas and manage timelines and workflow.
- Proficiency with social media platforms, including online advertising.
- Working knowledge of graphic design and video editing software, website design & maintenance. Ownership of standard design software is a major plus.
- Proficiency with Google Suite and offline office software (Microsoft Office or equivalent).
- Working knowledge of the performing arts industry.
- Professional network within Colorado's arts & culture community.

## **ADDITIONAL DETAILS**

**Schedule and Time Off:** This is a full-time management position. Production periods will have more demanding workloads and schedule requirements. Most of the year, the individual has extensive agency in setting their schedule. Due to this seasonal ebb and flow, PTO is flexible, with a baseline of 4 weeks and an expectation of at least 2,000 work hours/year.

**Location:** Control Group maintains an office and studio at the Artistic Director's home in Lakewood, and offers programming across the Denver-Boulder metro area. This position requires working off-site (from home or other location of individual's choice) and scheduled on-site activities at the studio and programming sites. Employees are responsible for their own transportation, with mileage paid at \$0.50/mile for trips of more than 20 miles.

**Equipment & Materials:** This position requires the use of a personal computer with standard office and design/editing software, and invites the use of other employee-owned equipment (such as camera or video equipment) as needed and available. Usage is compensated through a monthly stipend, which is adjustable based on what equipment is being used.

**Scope of Work:** We are a small/growing organization, currently with only two permanent full-time positions. Our employees and contractors work together to accomplish organizational goals and meet deadlines, which sometimes includes requests to do work outside of designated responsibility areas. We are committed to managing workloads through regular discussion and quarterly reviews to ensure that work responsibilities remain reasonable and achievable.

## **APPLICATION INSTRUCTIONS**

To be considered for the role, please send a cover letter (or introductory video describing yourself, your experience, and your interest in the position) along with your résumé to [patrick@controlgroupproductions.org](mailto:patrick@controlgroupproductions.org), with CC to [leah.podzimek@gmail.com](mailto:leah.podzimek@gmail.com).

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Please contact Artistic Director Patrick Mueller or Board Secretary Leah Podzimek (emails above) with questions.

Submissions will be considered on a rolling basis, with a deadline of February 12, 2021. Early application is encouraged as submissions will be reviewed and interviews held as they are received.