



POSITION: Assistant Director of Communications

(Shared role between Louisiana Philharmonic Orchestra & New Orleans Opera Association)

REPORTS TO: Managing Director / Director of External Affairs

POSITION TYPE: Exempt

SCHEDULE: Full-time position (Employee will work a predetermined set of hours for both organizations). The standard schedule includes nights, holidays, and weekends during the respective seasons.

COMPENSATION: Annual Salary Range: \$50,000 - \$60,000

BENEFITS:

Health Insurance: 100% of premium paid by employer for employee
Dependents: Employee funded

Dental Insurance: Employee funded

Term Life and Long Term Disability Insurance: 100% of premium paid by employer for employee

403(b) Plan: Employees eligible to participate (employer does not presently provide matching contribution)

Leave: 13 days paid holiday leave

12 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days

12 days paid health and wellness leave

The Assistant Director of Communications will develop a top-notch communications plan for the New Orleans Opera Association and the Louisiana Philharmonic Orchestra. This individual directly manages communications activities that promote and enhance the organizations' brands. This position will be responsible for the development, integration, and implementation of a broad range of public relations activities relative to the strategic direction and positioning of the organization. As ambassador for the organizations, the Assistant Director of Communications will advance the organizations position locally, regionally, and nationally.

This role is a shared opportunity between the two organizations. The right individual is a self-starter, strong communicator, creative storyteller, and has excellent project management abilities.

KEY RESPONSIBILITIES

- Develop and implement a communications plan to advance the organizations' brand identity and goals; broaden awareness of its priorities, mission, and vision; and increase the visibility of its programs locally, regionally, and nationally
- Act as principal interdepartmental (and as necessary organizational) liaison to facilitate communication flow
- Develop community and media partnerships that enhance and grow public awareness and increase potential touch points
- Coordinate and facilitate media interest in all concerts, events, and programs, and ensure regular contact with target media and appropriate response to media requests
- Organize and manage all interviews and public appearances for senior leadership, Board Chairs, Music Director, musicians, and guest artists; coach and provide talking points/key materials as needed
- Actively engage, cultivate, and manage press relationships to ensure coverage surrounding the core products, community projects, special events, and public announcements
- Write and distribute all organizational press releases and public statements for core products, community news, foundation giving, individual giving, financial updates, collective bargaining updates, and institutional progress
- Work with Marketing Department on creating and aligning content and editing program books, inserts, and letters
- Serve as spokesperson and lead point person on media interactions and crisis mitigation

NECESSARY SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Demonstrated experience and leadership in managing comprehensive strategic communications that advance an organization's mission and goals
- Bachelor's degree required; Communications, Journalism, Public Relations, or related field preferred, and/or four to six years' communications or public relations experience. Candidates without bachelor's degree will be considered with significant relevant experience.
- Ability to develop, direct, and manage strategic communications plans and programs
- Excellent editorial, written, and verbal capabilities, including clear, concise, and creative writing skills and ability to line edit with a critical eye for detail
- Proficient in Microsoft Office Suite.
- Highly self-motivated and able to prioritize multiple projects with a high level of energy

- Ability to handle highly sensitive and/or confidential information

DESIRABLE SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Previous work in a non-profit setting
- Knowledge of Promotion, Marketing, and Branding tactics
- Background or personal experience working in the Performing Arts, and/or knowledge of the Performing Arts or Entertainment Industries
- Special Event Production
- Project Management

APPLICATIONS

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references.

Email to employment@lpomusic.com with the subject line Communications Search.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge.

For priority consideration, please submit application materials by November 4, 2022.

EQUAL OPPORTUNITY STATEMENT

The Louisiana Philharmonic Orchestra and New Orleans Opera Association provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.