



Job Title	Marketing & Communications Coordinator
PVN ID	HO-2503-006747
Category	Managerial and Professional
Location	HOSTOS C. C.
Department	Culture & Arts / College Relations
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	May 10, 2025 (Or Until Filled)

General Description

Hostos Center seeks applications for a full-time Marketing and Communications Coordinator. Reporting to the Arts Center's Director, the successful candidate will plan, oversee and execute all promotional activities for the Center's performing arts programming and visual art exhibits.

Other Duties

Responsibilities include but are not limited to:

- Develops and implements marketing and public relations campaigns
- Oversees single ticket and group sales campaigns as well as student ticket initiatives
- Oversees the design of brochures, catalogs and promotional materials as well as print and digital advertising
- Serves as the primary liaison to advertisers, public relation firms, graphic designers and other vendors
- Works with Box Office Aide to setup ticket sales and to maintain patron lists
- Oversees and updates the Center's website by providing content and images to Graphic Designer and web master
- Plans and oversees the Center's overall social media marketing plan
- Provides content and images to Social Media Coordinator
- Develops press releases and calendars for all Center events
- Contracts photographers as needed and maintains the Center's photo files
- Works with College's Communications Office in pitching stories and handling media relations for local, regional, and national press
- Provides information on Center activities to other divisions within the College and CUNY
- Duties require on-campus presence
- Additional related duties as assigned

Qualifications

- Bachelor's degree and a minimum of two years of related experience
- Excellent communications skills, including ability to deal effectively with all users
- Knowledge of Microsoft Office, including Excel
- Experience with Adobe Creative Suite preferred
- Proficiency on several social media platforms preferred
- Bilingual (English/Spanish) is a plus