



Communications Manager

Part-time, non-exempt

Compensation: This position may be structured as hourly or salaried depending on the needs of the selected candidate. We expect the average annual salary to be approximately **\$31,200** based on 20 hours/week.

Kitchen Theatre Company (KTC), based in the heart of Ithaca, NY, is a nonprofit professional theater now in its 34th season. We produce bold, intimate, and engaging plays that spark conversation and celebrate a wide range of perspectives. With a 98-seat thrust-stage venue, KTC is known for bringing audiences and artists into close connection through contemporary work that resonates deeply and locally.

We're a small, driven team committed to producing theater at a high artistic and operational standard. As artists, administrators, and community members, we approach our work with creative problem solving, collaborative spirit, and a strong sense of connection to the people we serve. We make theater for this place — and we're proud to work in conversation with local audiences, organizations, and artists.

Overview:

The **Communications Manager** shapes and shares the story of Kitchen Theatre Company — connecting audiences, donors, and the broader community to the work onstage and behind the scenes. This part-time position works at the intersection of marketing and development, crafting compelling messaging that builds visibility, drives ticket sales, and supports fundraising goals.

Reporting to the Producing Artistic Director (PAD), the Communications Manager collaborates with other administrative and artistic staff to create unified, values-driven communication. The role is ideal for someone who brings creativity, consistency, and care to how a theater engages with the world — and who is excited to help us grow our audience, deepen community ties, and strengthen support for the work we do.

This is a dynamic opportunity for a thoughtful storyteller and skilled communicator to shape the public voice of a mission-driven theater company. You'll help ensure that our message reflects our values and reaches the people we hope to serve.

Core Responsibilities:

Marketing & Audience Engagement

- Develop and implement marketing campaigns for productions, programs, and special events
- Maintain the theater's website, social media channels, and email newsletters
- Create and schedule digital content: show blurbs, artist spotlights, behind-the-scenes features, ticketing promotions
- Coordinate design and distribution of print materials (posters, postcards, programs)
- Track and report on marketing performance, audience data, and sales trends
- Manage relationships with press/media outlets and coordinate coverage

Development & Donor Communications

- Draft donor appeals, newsletters, reports, and recognition materials
- Support grant writing and reporting in collaboration with the PAD
- Ensure clear and consistent messaging across fundraising campaigns
- Assist with donor engagement strategy and event promotion

Institutional Voice & Storytelling

- Craft unified messaging that reflects KTC's mission, values, and artistic work
 - Collaborate with artists and staff to amplify diverse voices and perspectives
 - Serve as brand manager, ensuring tone, visuals, and messaging align with goals
 - Support the organization's visibility in the community and across platforms
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What We're Looking For:

Experience & Skills (Quantitative):

- 2–4+ years of experience in marketing, communications, or nonprofit development
- Strong writing and editing skills for a variety of platforms and audiences
- Proficiency with email marketing platforms (e.g. Constant Contact), social media, and website CMS (e.g. Wix or Squarespace)
- Familiarity with design tools (e.g. Canva, Adobe Creative Suite) and CRM software (e.g. Arts People or AudienceView) is a plus
- Ability to track campaign metrics and adjust strategy based on data

Attributes & Approach (Qualitative):

- You're a storyteller who can bring clarity, creativity, and cohesion to public messaging
- You're a strategic thinker who understands audience and purpose
- You work well independently and in collaboration, with strong follow-through
- You care about language, accessibility, and how organizations show up in the world
- You bring care, perspective, and a commitment to working respectfully with people from all backgrounds

Equity & Accessibility:

We recognize that equitable practices are essential to building a healthy and inclusive workplace, and we strive to reflect that in how we operate — as artists, coworkers, and community members. Candidates from groups historically underrepresented in theater administration are especially encouraged to apply. We welcome people of all backgrounds, identities, and abilities. If you require accommodations during the application process, please let us know.

Hiring Notes:

We are especially interested in hearing from **local or regional applicants** who are familiar with or excited to build a life in the Ithaca area. While we are open to a wide range of candidates, we are **unable to provide relocation support** at this time.

To Apply:

Please send your **resume** and a **short message** (written or video – your choice!) telling us about your interest in the role to **jobs@kitchentheatre.org**. Applications will be reviewed on a rolling basis until the position is filled.