

**The Organization:**

Photographic Center Northwest (PCNW) is a nonprofit education institution dedicated to facilitating creation, conversation, and experiences of significant photography. Through our 53-credit Certificate Program, classes and workshops; exhibitions; robust public programming; and publicly accessible darkrooms we foster dialogue in the region through the global language of today. After nearly 30 years PCNW still maintains a start-up spirit with a dynamic and fast-paced workplace environment.

The Position:

We are seeking a motivated, articulate, and collaborative marketing and communications staff member with knowledge of and passion for the photographic arts to join our team. Applicants able to share their own definition of "significant photography" will be given priority. The Marketing Manager is one of a team of 12 full and part-time staff, and is a key player in the overall growth of PCNW. This position is directly responsible for overall visibility and promotion of the institution and its programs, fostering awareness, and increasing audience.

This position reports to the Associate Director and works with a freelance designer.

Responsibilities:

- Oversees all messaging including but not limited to: website, social media and print communications including brochures, event invitations, posters, postcards, e-blasts, and press releases
- Management of e- and print mailing lists
- Website maintenance
- Production of exhibition visuals and documentation
- Press archive, media requests and cultivating new contacts
- Writing and editing, image procurement, and production / project management are also involved in this role
- Additional areas may include development and management of select partnerships, and support for donor events in coordination with development department

Desired Skills:

- Strong verbal and writing skills
- Comfort with public speaking and networking
- Knowledge of Mailchimp, Hootsuite, Formstack, and Salesforce
- Strong preference will be made for candidates with proficiency in Photoshop, InDesign, and WordPress

Benefits:

Salary DOE, full-time, 35 hours/week, with some commitments on nights and weekends. Some flexibility required and extended to balance hours. Healthcare benefits offered after 90-day trial. Generous vacation; opportunity to enroll in classes and workshops; and available free parking.

To Apply:

Submit a cover letter, resume, and two writing or marketing samples to opportunities@pcnw.org with subject line "PCNW Marketing Manager Application" no later than Sunday, November 12. No phone calls, please. Interviews will be conducted on a rolling basis; applicants are encouraged to apply early.