

Heartland Truly Moving Pictures Job Description
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Job Title: Seasonal Marketing & Communications Coordinator

Position Purpose: To assist Heartland Truly Moving Pictures with marketing and communication efforts, now through the Heartland Film Festival (Oct. 18-27, 2012).

Requirements

- Applicable knowledge of Adobe Photoshop, Illustrator, InDesign, HTML and CSS
- Familiarity with CMS (preferably WordPress)
- Interest and basic experience with marketing, writing and social media
- Ability to work under pressure in a fast paced, deadline driven environment
- Ability to work collaboratively; must be open to direction and able to embrace change
- Proficient in all Microsoft Office applications
- Willing to promote Heartland content via personal social media accounts
- Full-time availability during the Heartland Film Festival (Oct. 18-27, 2012)

Duties

- Author blog posts, social media content and other written material (includes researching past filmmakers/films/industry trends and more)
- Format/design images for the Web
- Attend Heartland events as necessary (community screenings, First Fridays and more)
- Design/edit emails within ExactTarget
- Assist with sponsor/community relationships (may include meetings, phone calls and more)
- Oversee Facebook, Twitter and other social media outlets
- Help manage social media volunteer team during the Heartland Film Festival

Preferences

- Knowledge of print design and the ability to create print layouts
- Passion for and understanding of independent film and motion pictures
- Experience in the nonprofit industry

Seasonal duration: July-October 2012

Compensation: Hourly wage based on experience

Send resume and cover letter to Greg Sorvig, director of marketing and communications:
gsorvig@TrulyMovingPictures.org.