



Marketing and Communications Associate

Reports to: Advancement Manager

Status: Full-time, non-exempt

Hourly rate: \$18-20, compensation is commensurate with experience.

Lebanon Opera House offers a competitive benefits package, including paid time off, full medical and dental insurance.

Submission Deadline: Friday, May 30, 2025

POSITION OVERVIEW

Lebanon Opera House (LOH) is a dynamic nonprofit organization which connects artists and audiences, making it possible for all to experience the transformative power of the performing arts.

Following its centennial season and the successful LOH@100 capital campaign, Lebanon Opera House seeks a creative communications professional excited about the opportunity to promote all LOH events and drive attendance through innovative marketing initiatives.

The Marketing and Communications Associate will support show, brand, and organization marketing via the LOH website, print, social media, blog, and other channels. This position offers an opportunity to leverage creativity and technology to help develop new audiences. We seek candidates who are motivated and ready to learn, willing to take risks, and eager to engage in meaningful work.

KEY RESPONSIBILITIES

- Collaborates with Advancement Manager and Executive Director to create and maintain the show marketing calendar and all associated deliverables.
 - Schedules and coordinates production and delivery of digital and print assets for show marketing, including but not limited to show pages on the LOH website, show posters, and social media content.
 - Designs, schedules, and sends on average 3-5 show marketing emails weekly.
 - Coordinates the distribution of show marketing posters by LOH staff and volunteers.
- Collaborates with the Donor Relations Manager to create and maintain the development outreach calendar and all associated deliverables.
 - Schedules and coordinates production and delivery of digital and print assets for development outreach, including but not limited to appeal letters and event invitations.
 - Designs, schedules, and sends development emails.
- Maintains the LOH website through collaboration with content owners, ensuring timely and relevant updates.
- Represents LOH by providing outstanding customer service and promoting all shows when answering phone and in-person inquiries.
 - Demonstrates proficiency in ticketing system processes and procedures through ticket sales.

- Collaborates with the Advancement Associate to produce the annual season playbill.
- Coordinates the production of LOH brand-related assets, including but not limited to advertisements, merchandise, spider box displays, and digital lobby screens.

REQUIRED QUALIFICATIONS

- Demonstrated communication and project management skills.
- Knowledge of social media platforms and online marketing strategies.
- Ability to manage multiple projects with competing deadlines.
- Ability to work independently and in team settings.
- Passion for the performing arts and a commitment to the values of LOH.

PREFERRED QUALIFICATIONS

- Experience in a marketing or communications role.
- Familiarity with creative software such as InDesign or Canva.
- Familiarity with HTML and CSS or similar languages.
- Previous experience with Salesforce or other CRM.

ABOUT LEBANON OPERA HOUSE

Lebanon Opera House is prominently situated on the Colburn Park green in historic downtown Lebanon, NH. Since 1924, LOH has served as one of the cultural cornerstones of the Upper Valley region as a vaudeville theater, movie house, community gathering place, and town hall.

Now, as a thriving year-round presenter of 100+ high-quality performances in music, dance, theater, and film our doors are open to more than 26,000 patrons who experience the transformative power of the arts each season. The scope of our work is even more impressive when you consider that LOH is an independent nonprofit organization that receives no direct funding from the City of Lebanon.

Although deeply rooted in the Lebanon community, LOH's mission is to serve as a unifying catalyst for community engagement in the performing arts — for people of all ages — throughout the region. What sets LOH apart from other regional arts presenters is its inclusive, community-forward approach.

We are the Upper Valley's stage: a home for organizations that lack a performance space of their own and a favorite stop for many national touring artists. Each season, a dozen community arts groups (including City Center Ballet, North Country Community Theatre, and Upper Valley Music Center) and students in the Lebanon School District set up residence on our stage. Our house becomes their home, and all artists, regardless of age or experience level, have the opportunity to perform on a professional stage with expert technicians and quality equipment.



LOH is an Equal Employment Opportunity (EEO) organization and does not discriminate on the basis of race, religion, sexuality, gender identity, age, veteran or disability status, etc. LOH is a recovery-friendly workplace.

