



Outreach Manager

About the Organization

Detroit Sound Conservancy is a growing community-based archive that focuses on preserving, activating, and celebrating Detroit's story through the experience of its musical people and heritage.

About the Role

Detroit Sound Conservancy is looking for a dynamic, imaginative, and passionate individual to join the team as the Outreach Manager. The Outreach Manager will be responsible for helping advance and accelerate the growth of the organization through program administration, managing social media and external communications, and supporting community engagement activities. The Outreach Manager will report directly to the Director of Operations while collaborating closely with other staff, community partners, and archival team members.

Tasks & Responsibilities

- Manage our social media channels while focusing on creating engaging and meaningful content for our digital platforms, newsletters, press releases, and other communication materials.
- Develop our communication style and strategies to increase our engagement rate.
- Facilitate photo, video, and audio documentation for all events and programs.
- Utilize archival material and past programming content to tell compelling stories and deepen the community's understanding of, and appreciation for, Detroit's cultural heritage.
- Design visual materials for marketing, promotion, and outreach.
- Plan and administer both in-person and virtual programs coordinating all details including, but not limited to, venue, communications, volunteers, talent, media, refreshments, merchandise, and evaluations.
- Develop inclusive initiatives that honor and elevate Detroit's musical heritage.
- Facilitate community feedback sessions, surveys, and interviews while ensuring diverse voices are being represented in DSC program planning, evaluation, and decision-making.

- Conduct ongoing outreach activities to foster community connections and cultivate relationships with diverse audiences.
- Streamline workflows for program coordination, including scheduling, logistics, and volunteer management.
- Provide support to volunteers involved in programs.
- Manage the maintenance and inventory of retail merchandise.
- Assist with administrative tasks as needed.
- Other duties as assigned.

What You Bring to the Role

- Experience working in program coordination and event management.
- An understanding and expertise in social media management, content creation, and email marketing systems.
- Strong organizational skills with a detail-focused mindset capable of prioritizing tasks, meeting deadlines, and adapting to change.
- Excellent verbal and written communication skills.
- Attentive listening skills with a willingness to accept feedback.
- A commitment to learning and growth, with a flexible and curious demeanor.
- Ability to work independently and as part of a team, while working in onsite and remote situations.
- A demonstrated commitment to equity, justice, and community engagement, with experience working collaboratively with diverse communities.
- The ability to work a flexible schedule, as evening and weekend hours are common and required to support events and outreach activities.

Good to Have

- Knowledge of Google applications, Trello, the Adobe suite, and the ability to learn new systems easily.
- Graphic design, photo/video/audio capture and editing skills.
- Technical knowledge of audio and visual workflows.
- Familiarity with archival research methods and principles, including experience working with archival collections and metadata standards.

To Apply

To apply for this role please submit your resume, cover letter, and a response to the following prompt:

In under 250 words, reflect on Detroit's sound, music scene, ongoing cultural legacy, and how you relate to DSC's mission.

Salary

The salary for this position is \$50,000 per year.

The Perks

Working at Detroit Sound Conservancy has its perks! We offer the following benefits:

- Generous employer-paid medical, dental, and vision insurance
- Retirement benefits
- Flexible time off
- A hybrid work schedule

Detroit Sound Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Visit our [website](#) to learn more about Detroit Sound Conservancy!