



Audium Theater

1616 Bush Street, San Francisco, CA 94109 (415) 771-1616

Communications Coordinator Position

Audium is seeking a thoughtful and creative Communications Coordinator to join our small, passionate team of artists, technologists, and sound lovers. If you're equally at home creating a Mailchimp campaign, designing posters, and managing social media content, we'd love to meet you. Strong candidates should have a background in newsletter writing, design and social media management.

This is a flexible, part-time role (up to 15 hours/week; \$30/hr) with room to grow. We're looking for someone excited to help shape the public face of a one-of-a-kind sound theater and to connect our work with new audiences.

About Audium:

Audium is the first theater of its kind in the world, pioneering the exploration of spatial composition and performance for more than 50 years. Building on our history as one of the first spatial sound environments, we are growing into a hub for immersive sound arts, featuring new programming and collaborations with artists from the diverse communities around us. More info at audium.org. Audium places high value on the community we create together; we want you to feel welcome and look forward to meeting you!

You:

- Highly organized, creative, interested in Audium's mission & history, and excited about crafting its public image
- Strong written and visual communication skills
- Experience with email marketing platforms (Mailchimp preferred)
- Familiarity with social media marketing (especially Instagram) and content creation tools
- Graphic design experience (Canva, Adobe Creative Suite, or similar)
- Experience interacting with a diverse staff in arts or entertainment settings
- Ability to work both collaboratively and independently, and able to meet deadlines
- Experience in arts/nonprofit or cultural communications a plus

- Interest in sound, experimental music, or immersive arts is highly valued
- Live in the Bay Area. Work can be remote some of the time; approx 15-25% in-person (some documentation of Audium events; in-person staff meetings)

Key Responsibilities:

Newsletter & Email Marketing

- Work with the Executive Director to plan monthly content
- Draft and design weekly newsletters via Mailchimp, including images, copy, and calls to action
- Send follow-up emails to audience members and maintain a clean and organized mailing list
- Liaise with artists for bios, statements, and promotional materials

Online Promotion & Social Media

- Produce short clips, reels, and visuals for social media and promotional use
- Manage and monitor Audium's social media accounts (Instagram, Facebook, etc.): posting, interacting with followers, and growing our audience
- Coordinate cross-promotion with other Bay Area arts organizations and partners
- Document performances via photo and video

Design & Visual Materials

- Create promotional materials for new shows: posters, postcards, social media graphics
- Potential to design show program brochures (manage content, layout, and printing)

Working At Audium:

- **Compensation:** \$30/hour, 15 hours/week to start, with room to grow
- Flexible schedule with a mix of remote and in-person work (15-25% onsite depending on season)
- Free access to Audium events + guest list opportunities
- Access to Audium's speaker space for personal creative projects
- Work with a kind, passionate, and supportive team that values experimentation and giving everyone a voice
- Opportunity to shape the public face of a one-of-a-kind sound theater and grow with a mission-driven organization

To Apply:

Send a short email introducing yourself and telling us why you're interested in this role at Audium. Include a resume and samples of previous newsletter writing & social media work.

Email all materials to david@audium.org with the subject line: "Communications Coordinator Application"

We look forward to hearing from you!