



**WHERE
NEW YORK
BEGINS.**

Marketing Associate

The South Street Seaport Museum is seeking a highly motivated and detail-oriented **Marketing Associate** who will work to develop and maintain a variety of marketing and communication materials, collateral, and platforms. This is an opportunity to assist in the advancement of one of New York's principal cultural institutions while working alongside the Museum staff in developing and executing creative strategies for implementing the Museum's marketing mix.

Responsibilities

- Design marketing materials and assets for print, social media, and web in accordance with the Seaport Museum's brand and style guides
- Work alongside other departments in researching, producing, and design content for our recurring communications and marketing efforts
- Work with advertisers for timely and usable submissions
- Research industry trends and media coverage
- Perform weekly website maintenance and content updates. Experience with HTML, WordPress, and Squarespace preferred
- Produce and edit draft-copy, for various communication efforts
- Develop marketing and communications campaigns and conduct market research alongside the Director of Communications
- Maintain and develop, personal and institution-wide, digital assets and user based asset databases, which include photographs, templates, guides, and design files

Requirements

- Demonstrated education or relevant experience in both marketing and design
- Experience with marketing/design tools including, Adobe programs, Google analytics, and AdWords
- Ability to take direction, and work independently within a strategic framework
- Ability to handle multiple projects at the same time
- Strong organizational skills
- Strong PC-based computer skills
- Strong communications skills, both oral and written
- Adapting to change and completing various other duties as assigned by direct supervisor
- Acting as public face and advocate for the Seaport Museum

Preferred

- Experience with collaborative cloud based tools and software -Google drive/adobe cc etc.-
- Experience with SEO and Google AdWords campaigns
- Experience with social media for small or large businesses or institutions
- Strong analytical skills with goal-oriented attitude

This is Temporary Full Time Position.

How to apply:

Email cover letter and resume with “Marketing Associate” in the subject line to: careers@seany.org

No Phone Calls Please

South Street Seaport Museum is an Equal Opportunity Employer