



## ***Assembly House 150 is seeking a Marketing Coordinator***

### ***Who we are.***

Assembly House 150 (AH150) is an innovative nonprofit art, design, and construction studio and incubator in Buffalo, NY. With artist and founder Dennis Maher, the organization is transforming a formerly abandoned 1860's era church into a *living museum for the construction arts*. The vision for the former church, re-named Assembly House, is to create an architectural dreamworld where people can learn trades skills and be in touch with tools and materials. Teams of apprentices and students work with tradespeople, designers, architects, and educators to reform the interior and build artworks for other sites. Projects are realized while providing educational opportunities in architecture, design, and construction.

### **Position Opening: Marketing Coordinator**

Assembly House 150 seeks a skilled and experienced Marketing Coordinator to assist with communicating our work through image, text, short videos, storytelling, photographic documentation, and a variety of graphic design tasks. Using an existing design and communications guide, the successful candidate will be responsible for a variety of content creation and management including: social media account management (primarily Instagram and Facebook), web site content management; program material creation such as brochures and posters; print and web advertisements; writing quarterly emails; and the design of event invitations and other collateral as needed.

### **Position Requirements:**

- Previous experience in a role which required content creation and design (photography, graphic design, copy writing, print media, etc.) as well as brand management and activity (social media management, website management, etc.)
- Demonstrated ability to professionally photograph, record, and edit content with strong demonstrated design sensibility.
- Highly organized, with strong written, document creation, file management, and oral communication skills.
- Experience with Microsoft Word and Adobe Creative Suite (Photoshop, InDesign, etc.)
- Ability to work independently and collaboratively.

**Schedule and compensation:**

Approximately 10 - 20 hours per week, depending upon projects/activities . Schedule to be negotiated . In- person is required. This is an hourly position between \$22- 25/hr .

Interested candidates can apply by submitting resume and cover letter in one pdf with the subject “ Marketing Coordinator ” to: [info@assemblyhouse150.org](mailto:info@assemblyhouse150.org)

**\*APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.**

For more information on Assembly House 150, see [www.assemblyhouse150.org](http://www.assemblyhouse150.org)