

Marketing Specialist



The award-winning Lone Tree Arts Center is seeking applications for a Marketing Specialist to provide support for marketing and promotions of all LTAC events and City of Lone Tree events.

ABOUT THE ARTS CENTER

Owned and operated by the City of Lone Tree, the Lone Tree Arts Center is the premier cultural destination in the South Metro Denver area. Built by a citizen-approved bond in 2011, the Arts Center now serves over 50,000 people each year with a budget of \$3.2 million. The Arts Center's Main Stage, a 500-seat theater, hosts music, dance, and theater performances year-round. The flexible Event Hall space is an ideal hall for business meetings and small performances. The lobby serves as an art gallery, with four curated exhibitions each year. The Terrace Theater is home to Tunes on the Terrace, a popular outdoor summer concert series.



The motto of the Arts Center is something for everybody, and its programming reflects this, particularly with its community impact programs for toddlers, school-aged children, those with autism and developmental disabilities, people experiencing early memory loss, and seniors. The Arts Center's innovative sensory-friendly programming has become a national model for how to present performances to a population traditionally not welcomed in the theater.

The Arts Center is also home to the Lone Tree Arts Commission, which oversees the City's art in public places program, and curates lobby art exhibitions. Events for City residents are also produced by the Arts Center, including the City's beloved Independence Day Celebration.

The Arts Center has received numerous awards in its ten-year history, including four Henry Awards (Colorado's version of the Tonys) for its theatrical productions; the Denver Mayor's Award for Excellence in the Arts for pioneering sensory friendly arts programming; and the prestigious SCFD Rex Morgan Award for Innovation and Collaboration, also for its commitment to sensory friendly programming.

Marketing Specialist



The Marketing Specialist position is a full time benefits eligible position, working 40 hours per week, Monday – Friday 8:00 am – 5:00pm, with availability to work evening and/or weekends as needed.

- Design and produce collateral to represent LTAC performances and programs in print and online.
- Proof programs and print collateral.
- Assist with promotional tools such as email messaging and deployment.
- Maintain community event calendars with LTAC listings.
- Maintain the LTAC Marketing Calendar of paid promotions, clipped press, and events.
- Assist with press releases and maintain online press room.
- Serve as receptionist for the Administrative Office when Administrative Assistant is at lunch and/or away from the office.
- Assist with promotional marketing events on an as-needed basis; may include evening and weekend shifts.
- Other duties as assigned.



REQUIREMENTS

- Bachelor's degree.
- Knowledge of graphic design software required; knowledge of Adobe InDesign and Photoshop preferred.
- Ability to efficiently coordinate multiple tasks while meeting deadlines and objectives.
- Must have excellent organization skills and be able to pay close attention to detail.
- Must have excellent verbal and written communication skills to effectively network with and engage a wide range of community members and stakeholders.
- Experience with Microsoft Office, including Excel, Word, and PowerPoint required.
- Enthusiastic dedication to excellent customer service required.

Candidates will be required to successfully pass a background check, including a drug screen



COMPENSATION & BENEFITS

The City offers a highly competitive benefits package including:

- Salary range of \$42,00 - \$51,000 annually
 - Offered salary will be based on education and experience
- Medical Insurance
- Dental Insurance
- Vision Insurance*
- Life/AD&D Insurance*
- Voluntary Life Insurance
- Short-Term and Long-Term Disability*
- Retirement through Colorado PERA
- Deferred Compensation through voluntary 401(k), 457 and Roth IRA plans
- Employee Assistance Program
- Wellness Programs

**Full employee premium paid by the City*

JOIN OUR TEAM

Please visit: [Marketing Specialist](#) for the full job description and information on how to apply.
First Review of Resumes: **As Received**

*The most qualified candidates will be invited to interview with City staff. Candidates will be advised of the status of the recruitment following finalist selection. References will be contacted only following candidate approval
For more information, contact Human Resources or HR@cityoflonetree.com*

Our Vision

Lone Tree is a Premier Colorado Community connected by great neighborhoods, vibrant public spaces, a beautiful natural environment, and thriving businesses.

Our Mission

We will achieve Lone Tree's community vision by doing things the best way, not just the expected way.

Our 6 Big Ideas

The City of Lone Tree will be a national model for:

1. Our deep, active commitment to public safety.
2. Our visionary transportation network.
3. Building a great community known for exceptional places.
4. Creating signature cultural and recreational opportunities.
5. Attracting and growing top-tier businesses and a diverse economy.
6. Our innovative, customer focused and efficient city government.