



Marketing Associate Contractor Role

Workhouse Arts Center, based in Lorton VA are looking for an entry level marketing contractor to help with event marketing and overall marketing of the organization. The role will support two other marketing team members, as well as the rest of the organization.

Requirements:

Must have a marketing-related degree and marketing internship or equivalent experience, as well as references available upon request.

Typical responsibilities include:

- Planning and executing marketing campaigns for upcoming performing arts, visual arts, and community events
- Writing and creating social media and email marketing content
- Making website content updates
- Working with internal teams on timely marketing work that includes a variety of audiences from event attendees, artist, donors, volunteers, and more

The position is for a 30 hour/week contract with at least 50% of the work to be performed onsite at Workhouse Arts Center in Lorton, VA.

Must have experience:

- Social media marketing
- Good writing skills
- Experience with event marketing
- Microsoft Word and excel and/or Google docs

Nice to have

- Photography skills
- Adobe skills - photoshop, Indesign, illustrator
- Experience with performing arts or visual arts organizations
- Website management Experience on Wordpress or squarespace
- Email marketing experience

If interested, please contact humanresources@workhousearts.org with a copy of your resume and other supporting information if applicable. Please include Marketing Associate Contractor in the subject line.



About Workhouse Arts Center

The Workhouse Arts Foundation, Inc. (WAF) is a non-profit 501(c)3 corporation with a mission to operate the Workhouse Arts Center (opening in 2008) with programs in the visual arts, performing arts, arts education, and history through the repurposing of the former Workhouse correctional facility. WAF's budget is \$3 million annually.

Workhouse DEI Statement: The Workhouse is committed to attracting and retaining a diverse staff that honors their experiences, perspectives and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Workhouse EEO Statement: The Workhouse is committed to providing equal employment opportunities to all employees and applicants for employment. Workhouse provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibility, genetic status or information, military or veteran status or in any status protected by federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Workhouse will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.

Workhouse Health and Safety Policy: The Workhouse is committed to providing a healthy and safe environment for our staff, artists, contractors, volunteers, students and guests. With the continuing presence of COVID and its variants, the Workhouse is following CDC guidance and State of Virginia and Fairfax County directives and has required that all staff wear masks in all indoor Workhouse settings and also be fully vaccinated (as defined by the CDC) or submit weekly proof of a negative COVID test. The Workhouse is a Non-Smoking campus.