

**Te Deum, Inc.**  
**Audience Engagement Specialist**  
**Contract Description**

The Audience Engagement Specialist (AES) is an independent contractor who will support the marketing and audience growth initiatives of Te Deum by taking lead on implementing the approved marketing communications plan. In addition, the AES will offer box office support and special event assistance at concerts throughout the season. An average season has 4 concert weekends (7 concerts total). The AES will be supervised by and report to the Operations Coordinator.

**Expected Scope of Responsibilities:**

- Contribution to the overarching Marketing Communications Plan as approved by the Operations Coordinator and the Executive Director, and execution of that plan, including:
  - Management of online calendar listings and news releases
  - Creation and deployment of email marketing, including some copywriting and layout
  - Management of radio advertising
  - Management of Social Media paid advertising as well as organic posting and community management and response, including Facebook, Instagram, and YouTube
- Analytics monitoring and monthly reporting of all marketing initiatives to the goals jointly agreed upon in the Marketing Communications Plan
- Attend Te Deum concerts, offering box office and other support as needed
- Other related tasks as assigned
- The AES hours will vary. During concert months the monthly hours could reach 25, during non-concert months the hours could be as low as 5. The annual contract will not exceed 110 hours.

**Required Skills:**

- Excellent written communication
- High attention to detail
- Strong organizational skills
- Excellent time management, and ability to multi-task and prioritize work
- Proficiency with social media paid and organic marketing, email marketing, and Google Analytics

**Application Procedure:**

Email your Resume and a Cover letter by Wednesday, February 12<sup>th</sup> to Shannon Solis, Operations Coordinator, at [shannon@te-deum.org](mailto:shannon@te-deum.org)

**About Te Deum:**

Te Deum was founded by Matthew Christopher Shepard in 2008 to fulfill an expressed need by both singers and audiences in the Kansas City area to present sacred choral music concerts of the highest quality. The Te Deum Chamber Choir performed its first concert in spring 2009. Since then, the chamber choir has built an impressive and varied repertoire that spans centuries of time and wide ranges of composition style. In fall 2013, Te Deum began its Antiqua series, offering historically informed performances of repertoire from the 12th-17th centuries with a smaller roster.

In addition to creating compelling performances of early music, Te Deum has been a champion of modern music. Te Deum regularly commissions new compositions, offers world-premieres, and makes it a priority to give voice to music of the 21st century. The virtuosity of the singing has earned invitations to perform at state and regional conventions of the American Choral Directors Association as well as two invitations to perform for the national convention of the American Guild of Organists.