



**DALLAS
THEATER
CENTER**

2400 Flora Street
Dallas, Texas 75201

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www.dallastheatercenter.org

JOB TITLE: Social Media Manager
DEPARTMENT: Marketing
REPORTS TO: Digital Content and Strategy Manager
PREPARED DATE: June 23, 2025
CLASSIFICATION: Hourly; Nonexempt
SALARY RANGE: \$15/hour, 5-10 hours per week

MISSION STATEMENT

Dallas Theater Center invests in our community by producing plays with resident artists that reflect and illuminate our diverse experiences, spark collaboration and dialogue, and invite engagement in everything we do.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY

The Social Media Manager is a creative, and detail-oriented member of the Marketing team. This role is responsible for implementing and managing social media marketing campaigns and promotional content that promote our company and its products and/or services. This role will be responsible for managing and executing content across our social platforms, maintaining a consistent brand voice, and occasionally capturing photo and video content that brings our story to life.

HOW TO APPLY

Please submit resume, portfolio and cover letter via email to careers@dallastheatercenter.org with **Social Media Manager** in the subject line.

KEY RELATIONSHIPS

- Director of Marketing, Sales & Communications
- Marketing Manager
- Digital Content and Strategy Manager

- Production Manager
- Stage Management Team
- Resident & Guest Artists

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and maintain social media channels (Facebook, Instagram, X, LinkedIn, TikTok) including scheduling and posting regular content
- Execute strategy for branded social media channels under the direction of the Digital Content and Strategy Manager
- Execute content marketing initiatives to drive traffic and engagement across social platforms
- Write smart, engaging copy that reflect our brand voice
- Respond to comments, messages and mentions to foster community engagement
- Monitor trends and help us stay ahead of the curve with timely, relevant posts
- Occasionally capture and edit photos and videos for social media use – including behind-the-scenes moments, quick interviews and stories.
- Collaborate with the Marketing team to align content across platforms
- Track basic analytics to understand what's working and help guide future content.
- Be an active participant in DTC's work towards equity, diversity and inclusion and becoming an anti-racist organization.
- Additional duties assigned by the Digital Content and Strategy Manager
- Some nights and weekends are required, as directed.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS AND KNOWLEDGE REQUIREMENTS

- At least one year of experience working in social media and content creation
- Proficiency in photo and video editing software. Adobe Creative Suite preferred.
- Experience in social media copywriting
- Experience working with DSLR cameras, capturing video content and photography.
- Ability to work in a fast-paced environment, manage multiple projects, and meet deadlines.
- Strong organizational skills and ability to organize and prioritize tasks effectively.
- Demonstrated commitment to equity, diversity, and inclusion.
- An appreciator of theater and an advocate for its value for the community.

PHYSICAL REQUIREMENTS

- Able to sit, stand, and squat for extended periods of time.
- Able to move 50 lbs.
- Comfortable working at heights.
- Able to work quickly and accurately in a complex and fast-moving environment.

EDUCATION AND EXPERIENCE REQUIRED

- 1+ years of related experience in communications, journalism, design, social media and/or marketing.
- Bachelor's degree in Journalism, Marketing, Design or related field is preferred.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a

disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized because of such a request.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. DTC produces a six-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; education programs, including the Award-winning Project Discovery and a significant partnership with Southern Methodist University's Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC's Department of Public Works launched a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual pageant featuring over 200 Dallas citizens performing professional production. Throughout its history, DTC has produced many new works, including recent premieres of *penny candy* by Jonathan Norton, *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION FULL STATEMENT

ALL ARE WELCOME!

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.