

**Mortimer & Mimi Levitt Foundation**  
**Communications Fellow Position Announcement**

**Position Title:** Levitt Foundation Communications Fellow 2022–2023

**Reports to:** Director of Communications

**Location:** Echo Park, Los Angeles, CA; minimum 3 days/week in-person

**Time Commitment:** Part-time; 24–32 hours/week for 12 months

**FLSA Classification:** Non-Exempt

**Announcement Date:** July 6, 2022

**Application Deadline:** August 22, 2022

**Fellowship Dates:** 12 consecutive months, beginning mid-September 2022

**Compensation:** \$25–\$30/hour, commensurate with experience; plus opportunity to attend the 2022 Southern California Grantmakers Annual Conference

**Position Overview**

Do you believe in the power of free, live music to uplift communities and individuals? Are you interested in exploring the philanthropic sector through the lens of an arts for social impact funder committed to equity, diversity, and inclusion? The Levitt Foundation Communications Fellow is an excellent opportunity to gain valuable experience curating, creating and publishing content on behalf of a national foundation that supports projects at the intersection of music and public space with the goal of strengthening communities across America. Emerging professionals interested in communications within the nonprofit and/or philanthropic sectors are encouraged to apply for the 2022–2023 Levitt Communications Fellow.

The Levitt Communications Fellow will be situated within the Foundation’s Communications Department, which shapes the branding, marketing and communications strategy for the Mortimer & Mimi Levitt Foundation and provides communications support to the national network of Levitt partners and grantees across the country. Gaining first-hand, professional knowledge about working at a mid-sized social impact funder, the Communications Fellow will advance the Levitt mission of *building community through music* by supporting internal and external communications projects and processes—creating and curating original content that shares the impact of Levitt programs, partners and grantees; developing engaging, brand-building content; stewarding national campaigns including #musicmoves; and advancing the Levitt mission through participation in the grantmaking process.

The Fellow will also co-create and implement a multi-faceted Capstone Project, tailored toward the individual's skills and career aspirations, while receiving training and mentorship in communications best practices.

Beyond the Communications Department, the Fellow will attend full staff meetings and have the opportunity to shadow Levitt team members in each department to gain a holistic understanding of the Foundation’s programming, operations, and governance, as well as attend the 2022 Southern California Grantmakers Annual Conference in Los Angeles to deepen their understanding of the philanthropic sector.

## **Responsibilities**

- Collaborate with the Deputy Director and Communications team to co-create a multi-faceted Fellowship Capstone Project, tailored toward your skills, career aspirations, and preferred subject matter that aligns with the Levitt Foundation's mission and vision
- Support the development of the Levitt Foundation's annual editorial calendar for digital communications
- Author bi-monthly blog posts about music, arts access, creative placemaking, equity, diversity, and inclusion in the arts, etc., tailored to your specific interests for the national Levitt blog
- Author up to six blog posts for a national blog series that highlights the voices and impact of Levitt grantees
- Help create engaging brand-building content to populate the Levitt Foundation's various social media platforms; create custom graphics, as needed
- Support the creation of web and print collateral for the 2023 Levitt National Convening and 2023 Levitt AMP Convening; attend the Convenings as a Levitt ambassador
- Play a lead role in populating all 2023 Levitt AMP Music Series concert pages on levitt.org
- Help promote, monitor, and track the national #musicmoves campaign; craft social media posts and create targeted eblasts to promote the campaign
- Help develop social media engagement strategies promoting the 2023 Levitt National Tour; craft promotional posts to generate excitement and awareness
- Assist in compiling email and social media analytics to track overall campaign performance
- Help track media coverage of the national Levitt network including Levitt AMP sites and Levitt venues (both those in operation and development), identifying potential social media content and Levitt Now news clippings in the process
- Track partner and grantee acknowledgement of the Levitt Foundation
- Participate in the Levitt AMP grant review process
- Perform other related duties, as assigned

## **Qualifications**

- Current graduate student, recent graduate, or equivalent experience
- Preferably a degree and/or equivalent experience in Communications, Digital Media Studies, Marketing, Nonprofit/Arts Administration, or a related field of study
- Excellent writing and communications skills
- Well-versed and current in social media platforms, tools and trends
- Strong attention to detail
- Some experience in graphic design, video editing, and/or photography, a plus
- Passion for the Levitt mission of *building community through music*
- Interest in exploring career paths in the philanthropic sector and/or arts for social impact

## **About the Levitt Foundation**

The Mortimer & Mimi Levitt Foundation is a national social impact funder that partners with nonprofits to build thriving, more connected communities through the power of free, live music.

We realize our mission of *building community through music* through two core programs: the Levitt venue program and the Levitt AMP [Your City] Grant Awards, a multi-year grants program. In 2022, more than 500 free outdoor Levitt concerts are taking place in 25 towns and cities across America, bringing joy to more than 750,000 people of all ages and backgrounds.

The Levitt Foundation is committed to equity, diversity, and inclusion (EDI) throughout our organization and all aspects of our work, recognizing this commitment as essential to realizing the Levitt mission. Our commitment to EDI fosters a culture where team members can truly belong, contribute, and grow. We believe in the value of every individual and encourage applications from people of any age, gender identity, sexual orientation, race, religion, ethnicity, disability, veteran status, and any other characteristic or identity. To learn more about the Levitt Foundation and the national Levitt network, visit [levitt.org](http://levitt.org).

### **Application Submission**

Email cover letter, resume, two writing samples, and a graphic design sample to [search@levitt.org](mailto:search@levitt.org) including “Levitt Foundation Communications Fellow” in the subject line.

**Our Commitment to Equity, Diversity and Inclusion:** We deeply understand the value of bringing together a team with different perspectives, backgrounds, and life experiences, and we prioritize diversity within our team. We encourage people from underrepresented backgrounds to apply.