

CONTENT MANAGER CHICAGO POETRY CENTER



Deadline to apply: Sunday, March 1, 2026

Interviews: March 9 – 13, 2026

Position start date: Week of March 16, 2026

ABOUT THE CHICAGO POETRY CENTER

Mission & Programs

The Chicago Poetry Center's mission is to connect people and poetry, equitably engage poets with communities, and foster creative literacy in the city and beyond. We do this work through poetry education programming across Chicago, public poetry events, Critical Conversations @ Work, and special projects and online resources. Learn more at poetrycenter.org

Culture

We are a small and actively growing organization that sets our goals into action through collaboration, clear communication and expectations, and strategic and creative thinking. Staff work both independently and as part of a team. Our culture is one that supports feedback, communication, and growth, and values artistic and creative expression and creative community.

Commitment to Inclusion

The Chicago Poetry Center values diversity at all levels and understands that a safe and supportive environment is necessary to facilitate our work in valuing and uplifting creative expression. The Chicago Poetry Center commits to inclusion and will not discriminate on the basis of race, ethnicity, gender identity, sexual orientation, disability, socio-economic status, age, religion, national origin, marital, parental, or veteran status, or any other legally protected status. We strive to uphold our values in action through our decisions, programming, community building, and fostering an environment of continuous learning. The Chicago Poetry Center is committed to the principles of equal opportunity and it is the Poetry Center's policy to comply fully with all federal and state laws that ban discrimination in the employer-employee relationship, and to continue to strive to go above and beyond the regulations of anti-discrimination law in fostering a workplace of equal opportunity and inclusion for all. CPC works in an ADA accessible building with gender neutral bathrooms. CPC supports a staff, teaching artist team, and program participant community that is diverse in race, ethnicity, gender, sexuality, age, and ability, and leadership continuously audits our practices to deepen our inclusion.

ABOUT THE POSITION

The Content Manager (CM) works closely with our Executive Director and Directors to develop and implement marketing plans and strategies. CM is tasked with identifying marketing trends and opportunities for growth, as well as creating marketing materials such as social media content, site posts, newsletters, and occasionally print collateral. The role is largely focused on the creation and management of CPC's social media, newsletters, and website posts. The Content Manager receives direction and feedback, but works independently to manage the success of projects. At start, the CM should expect to spend time familiarizing themselves with our brand, programming, mission, and values, as well as our communication goals and style. Ongoing, the CM is expected to attend team meetings, learn current staff and program happenings, and proactively pitch relevant, values-aligned ideas for socials, newsletters, and web posts.

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GENERAL RESPONSIBILITIES

- Implement the marketing strategies and campaigns organized by Executive Director and other Directors
- Manage social media content calendar and community management
- Create and edit video content for social media
- Write content and copy for various channels including socials, newsletters, and website
- Create promotional timeline and materials for events
- Communicate timeline, deliverables, and project needs across team
- Maintain a database of external contacts (partnerships, media contacts, donors)
- Actively participate and help organize the promotional events and campaigns organized by the company
- Maintain positive communications and strong relationships with external contacts
- Drive marketing campaigns and promote CPC presence in the Chicago market
- Represent CPC at in person events throughout the year
- Provides fact-checking, copy-editing, and formatting assistance
- Apply marketing analytical technique
- Adhere to brand guidelines
- Manage email marketing campaigns

QUALIFICATIONS

Skills and Experience

- Preferred: BA in Marketing, Communications or prior experience in a similar role.
- Prior experience managing content or relevant/related experience (job, internship, personal or volunteer)
- Multi-tasker with good time management skills.
- Strong communication and people skills.
- Interested in a reciprocal feedback working environment in which CM offers feedback to directors and receives feedback from team members on processes, content, and elsewhere as relevant.

Technical Proficiencies

- Strong proficiency in Canva, comfort with design and video editing (ex: turning a student poem into a reel)
- Strong writing proficiency, including comfort and familiarity with the format of poetry and poetry quotations
- Strong Proficiency in Constant Contact and WordPress
- Proficiency in in Edits, and/or other app based video editors

REPORTING & COMPENSATION

- This is a part time contract position with end of month payroll
- The position is 20 hours per week at \$25 dollars per hour

ADDITIONAL DETAILS

- Hours: Content Manager will work with directors to determine standard weekly office hours (totally 20).
- Work *typically* falls in standard business hours, Monday - Friday, 9am - 5pm.
- Occasional nights and weekends required to support events.
- Travel: May require occasional travel within the metropolitan area.
- Work Location: Chicago metro area required
- Hybrid Remote/In-Person:
 - Our team meets in person at our Haymarket House office (800 W Buena) on Wednesdays and for live events (typically one Wednesday night per month Fall - Spring, Mondays in the summer, and 2-3 Saturday events per year). We otherwise work remotely.
 - It is possible for the CM to join weekly team meetings remotely and only attend live events in person.

HOW TO APPLY

- Submit your resume and a cover letter by email to **jobs@poetrycenter.org**
- In the subject line, please use this format: **Content Manager: Applicant Name**
- We're eager to hear about your values-alignment and connection to poetry and the arts
- NOTE: Applications submitted via external sites and not to the email listed above will not be reviewed.
- See application deadline and hiring timeline at the top of this application.