

Mythic Community Manager Job Description

Job Title: Community Manager

Job Type: Full-time, salary

Salary Range: \$40,000 - 50,000 with opportunities for performance based incentives

Benefits: Flexible schedule, potential for some WFH flexibility, paid holidays, paid time off, weekly direct deposit payroll, employee discount on apparel

Reports to: Cole Cunningham, Owner

Effective Date: September 1, 2021

Job Summary:

Mythic Press is a Tulsa company offering a full range of merchandise design, production and planning services. Since opening six years ago, we have become Tulsa's premiere merchandise partner, providing high quality screen printed shirts, embroidered apparel, branded merchandise or custom designs.

Our Community Manager will usher in a new chapter in the Mythic story, with the opening of the new retail storefront, Mythic City Store, located at The Shops at Mother Road Market in The Market District. on historic Rt. 66. This shop will house all of our custom made items that showcase the best parts of the place we call home - Tulsa.

We are looking for a dynamic, committed and passionate lover of Tulsa to join our team as our first Community Manager. In this role, you will work closely with our retail team to ensure an outstanding customer experience in our retail store, plan events and promotions in partnership with Mother Road Market, and build lasting partnerships in the community that drive business results. Part sales, part marketing - this role is ideal for somebody who is a self-starter, can produce results independently and brings energy and enthusiasm to their work. You will be representing Mythic out in the community and must share our values and commitment to excellence.

Duties / Responsibilities:

Community Engagement & External Relations

- Regularly attend networking and community events to build new partnership and business leads
- Identify key philanthropic and sponsorship opportunities for Mythic to promote business to key markets

Sales Partnerships

- Recruit nonprofit partners to participate in the store's fundraising program and build an ongoing list of key nonprofit relationships to expand and build on the program
- Work with our inside sales team to curate products and develop new items for retail and customers

- Drive increased sales through strategic external relationships

Marketing & Special Events

- Work closely and collaboratively with the team at Mother Road Market (MRM) to plan, promote and execute all on site events
- Develop digital content for marketing and promotions, including management of social media sites and establishing a new Mythic newsletter
- Conceptualize programming and promotions that drive traffic to retail store and support overall goals of activating MRM and surrounding area
- Cross promote content with strategic partners, including MRM's weekly newsletter and nonprofit partners

Qualifications:

Required Minimum Qualifications:

- Bachelor's Degree AND 3+ years experience in public relations, community engagement, nonprofit work, development, external relations, or related field
 - OR 5+ years experience in related field
- Deep understanding and past experience in the Tulsa region with a strong area network and commitment to the community
- Excellent verbal and written communication skills: the ability to distill information into concise communication materials, ability to tailor language and detail to the audience, and use of multiple communication mediums to distribute information; well spoken and comfortable speaking publicly.
- Technically savvy, including newsletter, customer database, retail management and social media platforms

Additional Or Preferred Qualifications:

- Highly self-motivated with a drive, initiative, and capacity for hard work
- Excellent sales and customer service skills, past sales experience is a plus
- Enthusiasm for event planning, past experience is a plus
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines and produce results independently
- Excellent organizational skills and the ability to manage several programs at once