

COMMUNICATIONS MANAGER

Midnight Commercial incubates internal projects and works for extraordinary clients on a range of endeavors including experiential and product design, strategy, research, and long-term innovations. Our focus is on the intersection of advanced technology, physical space, and human behavior, but not in any one context or agenda. We remain open to possibility and accept new challenges often. This job requires someone excited to work on many different things; someone capable of churning ambiguity into expressed reality.

RESPONSIBILITIES

MANAGEMENT

- Responsible for how Midnight Commercial communicates internally and externally
- Work with design team to create and maintain all templates
- Create and maintain systems to organize all communications tools and documents
- Working with leadership team on communications strategy and positioning

COPYWRITING

- Write copy for pitches, projects, white papers, press, recruitment, documentation, social media, research, publications, and anything else
- Copyediting and style management for our team

DOCUMENTATION

- Create and execute documentation plans for every project
- Produce photo and video shoots as needed
- Publish, share, and carefully archive all work across defined channels

QUALIFICATIONS

COMMUNICATION

- Ample experience writing and managing communications at the highest levels
- Generous, comprehensive, and concise written communication skills
- Fluency across contemporary and emerging media systems

PERFORMANCE

- Can learn quickly and perform capably and calmly in any situation
- Tireless attention to detail and clear global picture of work in motion
- Understanding of your weaknesses and ability to demand help when needed

KNOWLEDGE

- Excellent vocabulary, grammar, style, and a deep respect for the English language
- Experience in graphic design, photography, and video production
- Passionate reader of contemporary technology, science, design, and art

this is a full-time, salaried position with benefits
please inquire with cover letter & resume to careers@midnightcommercial.com