

Media and Marketing Associate

Crazy Horse Memorial Foundation is currently seeking a qualified candidate to fill the position of Media and Marketing Associate. This full-time, hourly position will report directly to the CEO and Director of Public Affairs and will be a member of the Media and Marketing team. This individual will be responsible for working on all aspects of new and existing projects, creating advertisements, assisting other Media and Marketing staff in logging and archiving advertisements and projects, shooting and producing audio/visual and still media, and writing and editing word copy. This position will also prepare and send out news releases and assist in monitoring social media platforms. The candidate must follow Crazy Horse Memorial Foundation branding guidelines at all times. This position will require night, weekend, and holiday work at times. This is an onsite position. The candidate must have strong verbal and written communication skills, have experience in design, layout, and graphic arts, and they must be proficient in writing, using proper grammar, spelling, and syntax. The candidate will be highly organized, have strong time management skills, and must be able to perform multiple tasks simultaneously to meet project deadlines. An Associates or Bachelor's degree in Mass Communications, Graphic Arts, Journalism, or Marketing is required with a minimum of 3 years of related office experience preferred. A proven knowledge and proficiency of the Adobe Creative Cloud software (InDesign, Illustrator, Photoshop, Lightroom, Camera Raw, Premiere Pro, After Effects, Media Encoder, Audition, etc...), and Microsoft Office Suite and Outlook is required. Qualified candidates may apply by sending a cover letter and resume to: hr@crazyhorse.org or apply online at <https://crazyhorsememorial.org/dream/employment/open-positions/> or mail a cover letter and resume to:

Human Resources Manager
Crazy Horse Memorial Foundation
12151 Avenue of the Chiefs
Crazy Horse, SD 57730-8900