



Chamber Music Society of Lincoln Center

Digital Content Manager

The Chamber Music Society of Lincoln Center is seeking a detail-oriented and experienced Digital Content Manager to join our Digital Media Team—a cross-functional group dedicated to creating the world’s premier digital chamber music society. Reporting to the Director of Digital Media, you will take a leading role in ensuring that our website remains dynamic, up-to-date, and filled with compelling content that resonates with classical music enthusiasts at every step of their journey.

In collaboration with internal teams and external agencies, you will drive the creation of editorial content, newsletters, special projects, and landing pages for key events and institutional priorities. You’ll also be responsible for managing the archival content, ensuring that written editorial is added to videos, and liaising with various departments to fulfill their web-based needs. Your work is closely aligned to social media, video, and other internal and external creative teams who co-create assets to maintain a unified online presence. Your strong knowledge of SEO (search engine optimization) and classical music will be critical in supporting CMS’s mission to provide engaging digital experiences. Ultimately, you’ll be a key part of a team reimagining the way the story of classical music is told online.

What You’ll Do:

- **Editorial and Content Management:**
 - Oversee and manage the editorial direction of the CMS website, ensuring all content is fresh, accurate, and engaging.
 - Develop and maintain an editorial calendar for blog posts, newsletters, landing pages, and educational resources.
 - Collaborate with various departments to create and publish content aligned with institutional goals and events.

- Manage and update written content for the CMS digital archive, ensuring that videos and archival content are supported with accurate and compelling descriptions.
- **Website Management:**
 - Liaise with external web development agencies to project manage and execute updates, special projects, and site improvements.
 - Oversee the creation of landing pages for major events and initiatives.
 - Ensure that the website reflects the priorities of the institution and showcases key events and content in a timely manner.
 - Manage tagging operations for our extensive content archive.
- **SEO and Web Optimization:**
 - Develop and implement SEO strategies to enhance the visibility and reach of the website and its content.
 - Optimize web content to ensure it ranks highly on search engines, driving traffic to the site.
- **Collaboration and Coordination:**
 - Work closely with the Social Media Manager and video teams to coordinate on asset creation and digital strategies, ensuring consistent messaging across platforms.
 - Collaborate with the marketing and communications teams to support concert promotion and key initiatives.
 - Support interdepartmental teams by addressing web-related needs, including content updates and page modifications.
- **Special Projects and Innovation:**
 - Lead the development of special online projects for keystone events and institutional initiatives, from conceptualization to execution.
 - Stay up-to-date with the latest web trends, best practices, and digital tools, continually looking for ways to innovate CMS's web presence.

Who You Are:

- 4+ years of experience in web content management, digital editorial, or related roles.
- Deep knowledge and passion for classical music, with the ability to effectively communicate and write about the subject.
- Experience working with content management systems and collaborating with web development teams/agencies.
- Strong understanding of SEO and proven ability to drive organic traffic growth through optimized web content.

- Excellent writing, editing, and proofreading skills, with the ability to craft compelling and accurate content.
- Proven ability to manage multiple projects, prioritize tasks, and meet deadlines.
- Experience in coordinating and managing projects across teams and departments.
- Strong collaboration skills with a history of working alongside video, social media, and creative teams to create cohesive digital experiences.
- Familiarity with Google Analytics and other web performance tracking tools.

Key Interactions and Working Conditions

- Reports to the Director of Digital Media.
- Works closely with the Social Media Manager, Head of Video, Artistic Production, Marketing, Touring, and Education departments.
- Collaborates with external web development partners & content creators.

Compensation & Benefits

- This is a full-time position, with an annual salary of \$64,000.
- CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, retirement plan, vacation, paid time off.

How to Apply

Please send a cover letter and resume in a single pdf to: jobs@chambermusicsociety.org

This is an in-office position, working from the Lincoln Center campus.

The Chamber Music Society of Lincoln Center is an Equal Opportunity Employer and values diversity in its workforce.