

## Digital Content Producer

(Part-time, Temporary position)

Position posted: February 24, 2026

Deadline to apply: March 20, 2026

### ABOUT PILCHUCK

Pilchuck Glass School (PGS) is an international center for glass art education. Our serene campus in Stanwood, Washington, is nestled in the foothills of the Cascade Mountains in the middle of 15,000 acres of a working tree farm. PGS is located an hour north of Seattle and maintains an administrative office in the city's historic Pioneer Square.

From May through September every year, our summer and fall program offers a series of courses as well as residencies for established artists in all media. Summer sessions vary in length and offer concurrent courses in a variety of glass working processes for artists of all skill levels. Small classes taught by world-renowned artists and instructors emphasize experimentation and teamwork while fostering individual initiative and expression. PGS also offers residencies for both emerging and established artists during the fall and spring. Increasingly, PGS is introducing new programming to populations that have traditionally lacked access to this type of educational experience.

Additional information available at [pilchuck.org](http://pilchuck.org).

### ABOUT THE POSITION

#### Reports to: Director of Marketing

Pilchuck Glass School is seeking a creative, organized, and detail-oriented Digital Content Producer to support our marketing and communications efforts. This role focuses on writing and managing content across email, social media, and web platforms, helping to share Pilchuck's programs, values, and impact with our community.

The Digital Content Producer reports directly to the Director of Marketing and works collaboratively with the Marketing Specialist, the development team and the program team.

**Location:** Remote with occasional trips to Seattle office or Stanwood campus as needed

**Compensation:** \$25-28 per hour, depending on experience

**Schedule:** Part-time position, 20-28 hours per week

**Duration:** 8 months



**Duties and responsibilities:**

- Write engaging, on-brand email copy that tells the story of Pilchuck and updates key audiences on events, announcements, and emails.
- Build, format, and schedule email campaigns in Mailchimp.
- Create and post compelling social media content tailored to platform and audience.
- Monitor social media platforms in tandem with Marketing Specialist.
- Write and edit clear, audience-focused website copy.
- Ensure content maintains a consistent voice and messaging across all channels.
- Other duties as assigned.

**Required Skills:**

- Excellent writing and editing skills with strong attention to detail.
- Experience writing content for email, social media, and websites.
- Familiarity with Meta platforms.
- Experience with updating content management systems (Webflow or similar platforms).
- Familiarity with Mailchimp or similar email marketing platforms.
- Understanding of social media best practices and content workflows.
- Ability to manage multiple projects and meet deadlines in a collaborative environment.
- Experience working in arts, education, or nonprofit organizations preferred but not required.
- Familiarity with glass and/or Pilchuck Glass School preferred but not required.

**Education and/or Work Experience Requirements:**

- Bachelor's degree in Communications, Marketing, Journalism, English, Digital Media, or a related field preferred—equivalent professional experience will be considered.
- 2–4 years of professional experience in digital content production, marketing, communications, or social media management.
- Demonstrated experience writing and producing email marketing campaigns, including building and scheduling campaigns in Mailchimp or a similar platform.
- Proven experience writing and editing website copy and updating content within a CMS (Webflow or other similar platforms).
- Experience creating and managing content across social media platforms, including Meta channels.
- Experience working in a nonprofit, arts, education, or mission-driven organization is preferred.

Portfolio required (email campaigns, social posts, and/or website writing samples).



**Physical Requirements:**

- Must be able to lift and carry up to 20 lbs.
- Must be able to talk, listen, and speak clearly with fellow staff.
- The ability to walk, ascend and descend stairs and ramps in office and on campus.
- The ability to periodically travel between our Stanwood campus and Seattle office.

**TO APPLY**

Interviews will be conducted on a rolling basis starting March 3, 2026, with the last day to apply March 20, 2026. Email resume, cover letter, references and writing samples required (email campaigns, social posts, and/or website writing samples) to Jamie Altman, Director of Marketing, at [jobsearch@pilchuck.org](mailto:jobsearch@pilchuck.org). The email subject line should say "Digital Producer Contract Position [Your Name]." All attached files must include a label with your last name.

Pilchuck Glass School is committed to inclusion and equal opportunity.

*Pilchuck Glass School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. Pilchuck provides equal employment opportunity regardless of race, color, religion, creed, sex, age, marital status, honorably discharged veteran or military status, citizenship or immigration status, sexual orientation, gender identity, genetic information, political ideology, caste, the presence of any mental, physical, or sensory disability, the use of a trained service animal by a person with a disability, status as a victim of domestic violence, sexual assault or stalking, national origin or any other basis, status or characteristic protected by local, state, or federal laws.*