



FORCE.TECH

Pro Audio | Video | Broadcast | Lighting | Design | Integration

**Force Technology
Solutions, LLC**
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Career Opportunity

Title: Marketing and Media Manager

Description:

Force Technology Solutions (Force Tech) is seeking a creative and self-motivated Marketing and Media Manager. This is not an entry-level position; the ideal candidate will have 3-5 years of experience in marketing, media management, or a related field. The Marketing and Media Manager will play a pivotal role in shaping the company's public image through content creation, social media management, and event design, while also assisting in proposal building, website updates, and content management. This position will report to multiple departments depending on the project or task at hand. Excellent communication and time management skills are a must.

Force Tech is an engineering and quality-driven technology design/build company focused on professional audio, video, lighting, broadcast, IT, and control solutions. The day-to-day life of a Marketing and Media Manager could involve, but is not limited to, the following:

- Oversee content creation for social media platforms and manage the content acquisition and content calendar.
- Regularly update the company website with the most up to date information.
- Regularly Update the company's production and rentals website.
- Collaborate with the sales and project teams to design and format bid documents and presentations.
- Design promotional materials for company events and trade shows, ensuring brand consistency.
- Work closely with external content creators and agencies to source high-quality visual assets.
- Assist in planning and promoting company events, including creating engaging designs for event signage and promotional materials.
- Maintain and enhance Force Tech's brand identity through consistent design and messaging across all platforms.
- Manage staff headshots and company event documentation.
- Assist with Force Tech's Production team to help clients with content procurement, branding, and broadcast graphics where necessary.
- Assist with Force Tech's Engineering and projects team to assist with content procurement, programming layouts, designs, etc.

Secondary Duties:

When necessary, this position may be required to provide support in other areas of the company. Force Tech is a growing business and many of the employees fulfill multiple roles. No requested task should be considered beneath any employee when it comes to assisting in the bigger picture of the company.

Required Abilities:

- Proven experience in social media management and content creation.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, After Effects).
- Photography
- Videography
- Basic web design and management skills (WIX, Square-Space, WordPress, or similar CMS).
- Strong ability to create compelling visual designs for various platforms.
- Excellent communication skills and the ability to collaborate with multiple teams.
- Familiarity with content marketing, social media analytics, and brand management.
- Knowledge of the technology integration industry is a plus but not mandatory.

Required Job Qualifications:

- Must be able to work hybrid from the Greenfield, IN office at least 3 days a week.
- When working from home, must have the ability to work from home in a professional and distraction free environment.
- Must have a professional setting/office/room to take video calls free of distractions.
- Must have the ability to work at a Force Tech office location as requested.
- Must maintain availability to travel to business locations and interface with potential and existing customers throughout the day.
- Must be able to work during standard business hours (typically between 7am - 5pm).
- Must be able to adapt to a flexible schedule and be able to work after hours and/or travel out of town (overnight) as needed.
- Must possess a strong sense of self-motivation.
- Must be able to take on tasks with little direction.
- Must maintain strong interpersonal and communication skills.
- Possess strong time management skills, specifically under tight deadlines.
- Must maintain a positive outlook with a strong sense of motivation and curiosity.
- Must maintain a high level of communication with others.
- Ability to constantly assess a situation and re-prioritize as necessary.
- Ability to handle multiple tasks daily and respond quickly and accurately to requests for assistance.
- Must maintain a high level of data accuracy, basic math, spelling (english), and computer skills.
- Must be able to maintain multiple channels of communication (email, chat, ERP, task lists, client proprietary channels, etc).
- Must familiarize with basic concepts and vertical markets associated with Force Tech.
- Excellent problem-solving skills.
- Familiar with G-Suites, Excel, Word, and comparable software.
- Must maintain a valid Indiana driver's license.
- Must be able to pass a background and driving record screening.
- Must maintain a clean driving record.

- Must maintain reliable personal transportation (will be reimbursed mileage where applicable).
- Must be able to pass a drug test.
- Must be willing to abide by the Force Tech Off-Duty Conduct Policy.

Ideal Previous Experience:

- Bachelor's or Associate's Degree in a technology or communication discipline and/or equivalent experience, and manufacturer's training (preferred but not mandatory).
- 3 - 5 years of experience in a similar industry (preferred but not mandatory).
- Familiarity with communication and control system protocols including IP (network) communication.
- Familiarity with most aspects of AVL, production, broadcast, and automation solutions.
- Familiarity with Google Workspace Applications (Meet, Chat, Drive, Docs Sheets)
- Experience working in a fast-paced, creative environment.

Compensation:

All Compensation paid is subject to the withholding of such amounts, if any, relating to tax and other payroll deductions as the company may reasonably determine it is required to withhold pursuant to any applicable law, regulation, or benefit plan.

- Salary Exempt; Base Salary: \$50,000.00 per year paid bi-weekly.

Benefits:

- Excellent Employer sponsored healthcare available.
- Employer matched 401K available after one (1) year.
- Profit Sharing available after six (6) months of employment.
- Eight (8) paid holidays per year.
- Five (5) paid sick/personal days per year after six (6) months of employment.
- One (1) week (5 days) of paid vacation time after six (6) months of employment.
- Two (2) weeks (10 days) of paid vacation time per year after one (1) year of employment.
- Three (3) weeks (15 days) of paid vacation time per year after six (6) years of employment.
- Employer supported industry specific certifications, etc.
- Advancement opportunities available as needed in the company.
- Fixed Monthly cell phone allowance (does not include equipment).