



Position: Advertising Manager
Type: Independent Contractor, part-time
Reports to: Executive Director
Work with: Executive Director, Board of Directors, Marketing & Communications Manager, *American Harp Journal*
Graphic Designer & Editor, Bookkeeper

The Advertising Manager solicits and tracks advertising for the American Harp Society; maintains regular communications with current advertisers including information about specifications, deadlines, and rates; develops leads for potential future advertisers; actively solicits new advertising, and works closely with the Executive Director to maintain databases and generate reports as needed. The Advertising Manager makes recommendations to the Board for increases in advertising rates when deemed appropriate.

With the Editor of *The American Harp Journal*, the Executive Director, and graphic design staff, the Advertising Manager collaborates on setting and meeting production schedules including advertising deadlines; determines the specifications, placement, and rotation of advertisements for *The American Harp Journal*; verifies compliance with the Society's specifications, and delivers all advertising materials for production layout on schedule. The Advertising Manager works with the Bookkeeper to ensure that all advertising payments are received on time and that advertiser databases are current.

Experience in outside sales required. The successful candidate will have excellent computer skills including Excel, Word, Zoom, Google Drive, databases, and basic graphic design skills (i.e., Canva, Adobe Express). Must be comfortable building and maintaining relationships with current and potential advertisers by email and phone. A musical background, professional or amateur, will be advantageous.

Please [apply online here](#).

INDEPENDENT CONTRACTOR TERMS & CONDITIONS

The Advertising Manager ("Contractor") is an independent contractor, and neither Contractor nor Contractor's employees or contract personnel are, or shall be deemed, American Harp Society, Inc.'s. (AHS, Inc.'s) employees. In its capacity as an independent contractor, Contractor agrees and represents, and AHS, Inc. agrees, as follows.

Contractor has the right to perform services for others during the term of this Agreement.

Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed. Contractor shall select starting and quitting times, days of work, and order the work is performed.

Neither Contractor nor Contractor's employees or contract personnel shall be required by AHS, Inc. to devote full time to the performance of the services required by this Agreement.

AHS, Inc. will not:

- withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf,
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- withhold state or federal income tax from Contractor's payments.
- provide insurance coverage of any kind for Contractor or Contractor's employees or contract personnel, including workers' compensation insurance

Contractor shall pay all taxes incurred while performing services under this Agreement—including all applicable income taxes and, if Contractor is not a corporation, self-employment (Social Security) taxes.

Contractor understands that neither Contractor nor Contractor's employees or contract personnel are eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of AHS, Inc.

Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of AHS, Inc. without AHS, Inc.'s prior written permission except to the extent necessary to perform services on AHS, Inc.'s behalf.

The product of all work performed under this Agreement (“Work Product”) will be the sole property of the AHS, Inc. and Contractor hereby assigns to the AHS, Inc. all right, title and interest therein.

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on AHS, Inc.'s behalf unless specifically authorized in writing.

Either party may terminate this Agreement at any time by giving 21 days' written notice to the other party of the intent to terminate.