

Taylor K. Long

Summary

10+ years of experience in content, publishing, and communications. Collaboration with a diverse array of clients, including the arts, sports, and higher education. Driven by learning, authenticity, unique experiences, and connecting with people.

Skills

Audio Editing
Content Marketing
Content Strategy
Content Writing
Copy Editing
Database Management
Email Marketing
Event Planning
Graphic Design
Layout/Page Design
Language: French
Photo Editing
Photography
Project Management
Proofreading
Public Relations
Social Media Marketing
Video Editing
Web Development

Software

Audacity
Contribute
Drupal
Ellucian Advance (CRM)
Filemaker
iMovie
InDesign
Microsoft Suite
OmniUpdate
PageMaker
Photoshop
PremierePro
ProTools
Quark
WordPress
Zoom

Education

Bachelor of Arts, Journalism Hofstra University

Relevant Experiences

Communications and Media Coordinator

National Center on Restorative Justice, 2021 – pres.

- Manage communications projects for a government grant-funded organization to advance restorative justice.

Editorial Board

Junction Magazine, 2019 – Pres.

- Writer and editor at an independent online local magazine and newsletter.
- Write and edit features and interviews focused on local culture and business.
- Collaborate with board members to produce stories, website, and newsletter.

Freelance Content Specialist, 2006 – Pres.

- Freelance writing, editing, proofreading, and photography. Clients include: *The New York Times*, *New York Magazine*, *The Awl*, *Analog Science Fiction and Fact*, WNYC, Upper Valley Flower Company, Dartmouth College.

Senior Communications Specialist

Dartmouth College, President's Office, 2013 – 2021

- Manage communications projects for the President of an Ivy League university.
- Draft correspondence, community messages, and occasional speeches.
- Manage the President's Office website, including a complete redesign in 2020.
- Manage correspondence archive and database operations.

Public Relations Committee Head

Twin State Derby, 2014 – 2017

- Developed communications strategy and implementation for local independent, non-profit roller derby league.
- Managed social media presence, production of print materials (posters, postcards, programs), and PR opportunities with local media.

Assistant Production Editor and Sub-Rights Assistant

Chelsea Green Publishing, 2011 – 2012

- Junior Editor at an independent, non-fiction book publisher.
- Assisted Sub-Rights Manager with foreign rights sales and management.
- Reviewed unsolicited proposals and manuscripts.
- Managed awards database, calendar, and submissions.
- Managed database of book specs and schedules, contacts, and shipments.

Public Relations and Media Manager

Mark Batty Publisher, 2010 – 2011

- Managed website and press campaigns for an indie art book publisher.
- Wrote news items, blog posts, and press releases.
- Designed new contact database, updated all data.

Digital Assistant

Domino Records, 2009 – 2010

- Managed website and advertising for US branch of an indie record label.
- Wrote news items and features, designed and wrote e-mail newsletters.
- Directed online banner advertising campaigns.

Project Manager

Special Ops Media, 2006 – 2008

- Account Manager at an online entertainment marketing firm.
- Oversaw high profile publicity campaigns for clients such as Bob Dylan, Norah Jones, and Paul McCartney.