

## Communications Manager Full Time

The Communications Manager is responsible for disseminating Artpace's messaging through strategic coordination of marketing, advertising, press relations, and design. The position carefully orchestrates Artpace's marketing and outreach efforts in our local community and oversees the activities of Artpace's press firm of record for national and international marketing efforts.

This position exercises functional supervision of interns and volunteers.

### Job Duties

- Coordinate and produce Artpace's marketing, advertising, social media, email, and communications campaigns to create informative messaging about Artpace programs and events to differentiated local, national, and international audiences
- Work with staff to ensure Artpace delivers consistent and high-quality communication materials, adhering to Artpace's established brand guidelines
- Adhere to established department goals and priorities and create specific, results-based reports to track casuccess
- Work cross-departmentally with programs and development to fulfill needs
- Under supervision from the Director, annually negotiate advertising contracts
- Create/oversee design for advertisement graphics and deliver all ad material
- Oversee activities of public relations firm of record
- Coordinate tours for media representatives
- Manage relationships with local and regional marketing partners
- Produce weekly Artpace e-newsletter including generating content, creating email campaigns, managing lists, and targeting subscribers
- Orchestrate social media content and campaigns; maintain regular content calendar & schedule content in advance across multiple platforms
- Manage Google MyBusiness profile and other search/PPC-related platforms
- Respond to social media inquiries, requests, and messages
- Manage internal and external design projects
- Develop organizational collateral for outreach and advertising purposes

## **Required Skills and Experience**

- Bachelor's degree in Marketing, Communications, or a related field from an accredited college or university and three years of relevant experience
- Strong graphic design sensibility; experience with Adobe Creative Cloud
- Experience working with email marketing platforms, social media scheduling tools, and content management systems
- Excellent written and spoken communication skill
- Passion for art a must; demonstrated experience working in a professional creative environment preferred
- Team player with a sense of humor
- Background in creative or professional writing preferred
- Presentation and public speaking experience preferred

## **To Apply**

Please submit resume, cover letter, and three professional references to [employment@artpace.org](mailto:employment@artpace.org).

**Artpace, Inc. is an equal opportunity employer. For over 25 years, Artpace has hired qualified, talented, energetic, and diverse employees to join in our mission of supporting artists in the creation of new art. Artpace does not discriminate in its hiring practices based on non-merit factors and encourages people from diverse backgrounds and experiences to apply for this posting.**