

POSITION AVAILABLE

**Communications Manager**

Part-time, Exempt: 60% FTE: 24 hours/week

Temporary position

**Organization**

McEvoy Foundation for the Arts presents exhibitions, conversations, screenings, and public programs that engage, expand, and challenge themes within the McEvoy Family Collection.

**Position**

The communications manager plans, guides, and produces a broad range of communications activities for McEvoy Foundation for the Arts. Working with the executive director, staff, and board, they lead McEvoy Arts' brand and identity, advertising, publications, and media relations programs to build visibility across many communities for McEvoy Arts.

The communications manager is an experienced author of digital and print media. They know how to recruit engagement from a broad range of stakeholders. Reporting to the executive director, the communications manager is an important leader in a highly collaborative team. The role is supported by a part-time communications coordinator, numerous professional vendors and contractors, and other support staff.

**Responsibilities**

*Website and Social Media*

- Lead and manage McEvoy Arts' website, including site content, production calendar, and maintenance schedule. Supervise the communications coordinator, developers, and designers.
- Oversee the content and production of an engaging, effective social media program, email newsletters, and related digital platforms.

*Publications*

- Produce high-quality collateral materials (email and newsletter campaigns, catalogs, brochures, advertising, exhibition didactics, signage) with designers, photographers, printers, other tradespeople, and staff. Write copy and author original content.

*Media Relations*

- Author press releases, fact sheets, talking points, and strategy. Working with contracted publicist to drive media coverage. Supervise the development and maintenance of a media contact list and digital press kits.
- Supervise the support staff in the production of calendar listings, radio PSAs, and other content for media portals.

*General*

- Demonstrate leadership and team spirit.
- Execute projects in an efficient, organized, and timely way.
- Effectively recruit, hire, train, and lead contract and part-time staff.
- Ensure brand integrity across all media platforms.

- Develop strategies to bolster earned and contributed income opportunities.
- Cultivate relationships with media outlets and other vendors for in-kind sponsorships and advertising.
- Provide strong copyediting, style, brand, crediting, and design guidance and oversight on all published materials.
- Steward the ongoing archiving of press, print, media, video, audio, and photo assets and files.

**Qualifications**

- Bachelor degree, with proven non-profit arts experience.
- Self-motivated, detail-oriented, energetic, highly organized, and works well in small team environments.
- Strong interest in and knowledge of visual, performing, literary, and media arts and communications.
- Experience in museum or another professional arts environment.
- Strong written, oral, visual communications skills, as well as with strong research skills and interest.
- Experience hiring and planning projects with numerous vendors and support staff.
- Proficiency in Microsoft Office, InDesign / Illustrator / Photoshop, FileMaker, Wordpress, and similar authoring tools.

**Wage**

\$49,920-\$62,400 (60% FTE, equivalent hourly rate of \$40-\$50/hour)

Commensurate with experience and qualifications. Excellent employee benefits include insurance for medical, dental, and vision services, vacation, holidays, and sick time.

**Schedule**

This is a part-time temporary position with a flexible schedule. Some hybrid work possible.

**Application**

To apply, please submit your resume and cover letter to [jobs@mcevoyarts.org](mailto:jobs@mcevoyarts.org). Please include "Communications Manager" in the subject header. Applications accepted through April 30, 2023.

Position open until filled. Please no calls.

**Criminal Background Check**

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.

**Equal Employment Opportunities**

McEvoy Arts is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive reconsideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.