

## **Position Description: Communications Officer**

**Scope:** The Communications Officer is responsible for the overall coordination of communication efforts for Maryhill Museum of Art. The Officer works closely with the Executive Director and museum staff to develop and achieve institutional goals and strategies, and to effectively promote the museum locally, regionally and nationally with the goal of increasing awareness and visitation. The Communications Officer develops and implements all communication initiatives, including member communications, social media and marketing, and serves as the main point of contact to various contractors, including public relations firm, web and graphics firm. \$20 an hour, part time up to 20 hours weekly. This position includes sick pay, vacation, and retirement. The successful applicant will have the ability to have a hybrid work model, with the flexibility to get work done when and where they're most productive.

**Reporting Relationship:** The Communications Officer reports to the Executive Director.

**Key Partners:** The Communication Officers works in partnership with the museum's staff, volunteers, and allied professionals. S/he is the staff liaison on the museum's Marketing Committee and is a member of the museum's exhibits/program team.

### **Primary Responsibilities:**

- Maintain master list of communication deadlines related to exhibits and special programs;
- Write and edit copy for a variety of uses, including print newsletter, website, monthly e-news, program promotions, blog posts and other materials as needed;
- Layout and distribute e-news and other targeted e-blasts using MyEmma;
- Maintain and update email lists in MyEmma;
- Oversee social media functions, including all content, events, ad and promotion schedule;
- Manage advertising portfolio, including budget, contracts and schedule. Serve as point of contact for advertising reps. Produce copy, coordinate design and production;
- Work with contracted PR firm for the media relations;
- Coordinate with graphic designer to produce printed materials such as newsletter, advertisements and postcards/flyers;
- Work with contracted web firm to maintain current and accurate information at [www.maryhillmuseum.org](http://www.maryhillmuseum.org);
- Serve on museum Marketing Committee.

### **Skills Required:**

- Bachelor's degree in communication or 3+ years relevant experience;
- Previous experience in marketing or PR;
- Excellent communication skills, experience with journalistic writing for a broad range of audiences;
- Experience with digital, web, print, and social media marketing;
- Experience with basic photo editing software and graphic layout programs like Canva, InDesign, or Photoshop a plus;
- Conscientious, detail-oriented, and collaborative;
- Ability to coordinate multiple projects simultaneously and meet deadlines;
- Creative problem solving and critical thinking skills.
- Knowledge of the visual arts; previous museum, nonprofit or arts experience a plus;

The Communications Officer will also assist in collective staff activities, and other duties as assigned.