Artspace Projects, Inc.
Job Title: Communications Manager
Job Type: Full time, Salaried/Benefits

Organization

Artspace is a non-profit real estate developer with a mission to create, foster and preserve affordable space for artists and arts organizations. To date we have developed more than 40 "art spaces" from coast-to-coast at a total development cost of more than $600 million. Our portfolio is unique in its scale, and has helped inspire leaders across political, financial, community development, and philanthropic sectors to think differently about the capacity of low-income artists to be partners in building better communities.

Artspace's major activities include new project development, currently at a rate of opening 2 – 4 projects per year; the maintenance and operations of our existing portfolio; and a growing consulting practice that helps share what we have learned through 30 years of practice. Artspace is headquartered in Minneapolis with regional offices in New York, Washington, DC, New Orleans, Los Angeles and Seattle.

Artspace is a distinctly entrepreneurial organization, and one that thrives at the intersection of many fields – the arts, affordable housing, economic development, historic and cultural preservation. Real estate development is complex, uncertain and full of risk – and all of those qualities are woven into our organizational culture. Our projects require individuals to be able to work effectively in places as different as New York City and the Pine Ridge Reservation, and from bank credit review committees to neighborhood meetings.

Working at Artspace is not for everybody, but for some it is a calling. A substantial portion of our team has been with the organization for 10, 15 or even 20 years and consider it their life's work.

Position

Artspace Projects, Inc. seeks an organized and detail-oriented Communications Manager to assist with all aspects of communications, marketing and public relations. The Artspace Communications Manager is a full-time position and will be part of the National Advancement team, under the direction of the VP of Communications.

Essential Duties and Responsibilities

- Writing press releases, newsletter articles and project-related content
- Serve as production manager for all print materials, designing, collecting content and tracking projects to ensure deadlines are met; manage internal staff and external vendor relationships

- Event planning and management
- Manage content, posting and distribution of e-newsletter monthly, as well as social media daily
- Maintain Artspace website, post new materials, maintain consistent design and tone
- Track press coverage of Artspace and its projects daily; post relevant stories to website and/or distribute to staff and other stakeholders; create archive of coverage
- Organize and maintain photo files and usage rights for all Artspace projects
- Using existing templates, create collateral material for use by Artspace staff
- Partner with Artspace staff in all departments for communications needs.

Qualifications (Required)
- Writing and editing skills
- Adobe Creative Suite (Photoshop, Illustrator and InDesign)
- Organized and detail-oriented
- Social media skills
- Willing to travel
- Ability to meet tight deadlines
- Ability to juggle multiple projects and changing priorities
- Bachelor's degree in communications or related field

Qualifications (Desired)
- Knowledge of CMS Drupal
- Experience with Mailchimp
- Event management experience
- Photo and video production/editing experience

Compensation/Benefits

Salary: Dependent on Qualifications

Benefits: Medical and dental care, 403(b) Savings Plan, Health Savings Account, personal accrual of travel miles, hotel points and other travel benefits, generous PTO.

Artspace provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex or age.

Application Instructions

To be considered, please submit a cover letter and resume by Tuesday, October 18 to:

Shaela Wilson
Artspace
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