



Communications Director

The Communications Director for Arts Council Oklahoma City is charged with marketing and promotion of all projects and events produced by Arts Council OKC. The Communications Director works closely with the Executive Director, board marketing committee and individual Project Directors in determining policies and procedures for publicity efforts, as well as the Development Director to ensure proper logo usage is in place. Effective promotional strategies are necessary to maintain and/or increase attendance at public events thereby generating additional revenue and donor support.

Duties

- Oversight of website, social media and online events calendars
- Coordinate and/or design all printed and electronic promotion and advertising materials for all projects and events including marketing plan and media relations
- Serve as Arts Council OKC's representative and spokesperson to members of the broadcast and print media
- Write and distribute press releases to generate publicity for projects and events
- Serve as staff liaison to volunteer Public Relations and Scrapbook Committees for each event
- Write, coordinate and develop public service announcements for electronic media
- Create and distribute e-newsletters every month
- Schedule and supervise activities of all media covering Arts Council OKC projects and events
- Develop and maintain video and photography library
- Solicit cash and in-kind donations as necessary

Skills

- Excellent writing ability
- Knowledge of non-profit promotional strategies
- Experience supervising and motivating volunteers
- Knowledge of print production techniques
- Ability to meet deadlines
- Experience with video production
- Ability to work independently with minimal supervision
- Knowledge of Microsoft Office, Adobe Illustrator, Photoshop, InDesign or equivalent computer programs
- Basic photography skills

- Ability to assist in developing and working within budget restrictions
- Good, clear speaking voice and ability to make public presentations
- Ability to work as part of a staff team
- Layout and design experience
- Basic HTML knowledge

Minimum Qualifications

A minimum of a Bachelor's degree or equivalent in Journalism or related field. Minimum two years of work experience with background in non-profit promotion desired. Some evening and weekend work is required. Able to climb stairs and comfortably walk moderate distances. Able to lift 20-25 pounds comfortably. Some duties require being outdoors in all types of weather and working long hours during events.

Compensation

Compensation will be commensurate with experience and qualifications. Benefits include individual health, dental, vision, life, disability, and accidental death insurance, 401(k) plan, as well as other standard benefits.

Deadline to apply is February 15, 2019. Send cover letter and current resume, along with three professional references to msmith@artscouncilokc.com or:

Finance/HR Director | Arts Council Oklahoma City
400 West California
Oklahoma City, Oklahoma 73102

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