



More Art is hiring a **full-time Communications Manager**

### **ABOUT MORE ART**

More Art is a New York City based public art organization. We provide commissioning opportunities, strategic project support, mentorship, educational programs and artistic development resources for artists at all stages of their career. We commission artistic and social engagement collaborations that result in site-specific projects exhibited in public spaces. It is through our dynamic relationship with artists, neighbors, community organizations, public agencies, and advocates that we create unique public art that reflects artistic excellence and social impact. More Art is a 501(c)(3) nonprofit currently based in Manhattan's East Village at The Neighborhood Preservation Center. **To learn more about the organization please visit our website:** <http://www.moreart.org>

### **THE POSITION**

The Communications Manager is responsible for shaping More Art's public-facing presence, working closely with staff to facilitate communications and all public programs, including the Engaging Artists Fellowship Program, public art projects, and fundraising initiatives.

The position reports directly to the Executive Director and will work closely with the Development Assistant, Artistic Coordinator, Curatorial Manager, and Special Projects Advisor, providing administrative, programmatic, and logistical support while ensuring effective and efficient operations for all communications and public programs.

This position will require some after hours and weekend work, in addition to regular business hours for an average of 32 hours (approx. 4 days) per week.

The candidate should have a collaborative nature, great organizational skills, self-motivation and the ability to multitask. Familiarity with arts activism, social practice art, and community-based public art are all prerequisites. The position requires an open, caring, and hospitable disposition, as well as the ability to set boundaries. The candidate must have advanced computer and graphic design skills. Preference may be given to candidates with

previous experience in arts organizing and coordination of public events. The ideal candidate is a practicing artist, organizer, or arts educator with experience building interdisciplinary partnerships and/or community organizing.

## **RESPONSIBILITIES**

- Create and execute communications and outreach strategy for the organization, maintaining brand identity for all programs, events, and outreach including direct public relations campaigns in collaboration with staff and outside press officers.
- Graphic design of all communication materials and printed matter including brochures, signage, Powerpoint presentations, reports, advertisements, press kits, social media posts, email newsletters, website pages/posts, and more.
- Oversee the redesign and ongoing maintenance and updates of the More Art website.
- Oversee and coordinate More Art's social media accounts, mailing lists, and outreach platforms.
- Create, implement, and maintain a comprehensive, staff-wide communications calendar.
- Develop program descriptions for website, communications materials, and press releases.
- Work as a public ambassador of More Arts programs and collaborative methodology.
- Work with the Executive Director, Staff, Board of Directors, and Special Projects Advisor to strategize and shape ongoing programming and communications strategy while also following the recently completed Strategic Plan Initiative.
- Assist with the facilitation of Engaging Artists Fellowship Program (EA), delivering presentations to potential fellows and the general public, and taking video and photography documentation at EA and public events.
- In collaboration with the Artistic Coordinator, coordinate bi-weekly meetings with EA fellows (8-10 per annual session), as well as plan monthly critiques, guest speakers, and workshops with an average of 10 guest facilitators/speakers each annual session.
- Liaise with other staff members, consultants, and outside organizations to build and maintain relationships to fulfill EA participant's requirements and requests.

- Keep current, knowledgeable and up-to-date on all events and programs at More Art and the field of socially-engaged art, speaking to the overall mission of More Art to the public.
- Collect program data and craft program feedback/evaluations, track and share issues and trends with staff.
- Support Executive Director and staff on all fundraising initiatives, including the biennial gala, salon dinner series, membership drives, and cultivation events.
- Participate in all public-facing More Art events.
- Provide additional assistance to the Executive Director and staff as needed.

## **REQUIREMENTS**

- At least two years experience in non-profit arts programming, art production and/or management.
- Outstanding written and oral communications skills (Spanish language skills a plus)
- Proficient in social media, email marketing, and website platforms (eg. Wordpress)
- Excellent skills in graphic design.
- Working knowledge of Adobe Creative Cloud (Photoshop, Indesign). Photography and video skills a plus.
- Ability to work evenings and occasional weekends.
- Excellent skills in project management.

## **QUALIFICATIONS**

- Knowledge of socially engaged art and arts activism in New York City (and beyond).
- Comfort with research and outreach to new contacts.
- Ability to work independently and as part of a team.
- Collaborative and able to give and receive constructive feedback

- Must be accurate, detail oriented, comfortable with technology and able to adapt to new software and systems, able to meet deadlines, able to respond to market forces and to imagine new directions.
- Enthusiasm, collegiality, creative approaches to problem solving, and a sense of humor are welcome.
- Strong, demonstrated commitment to the More Art mission of lifelong learning in craftsmanship and creativity for all.
- Excellent time-management and people skills.
- Even-tempered disposition: ability to work under pressure in a composed, focused, affable, and courteous manner.
- Ability to act with excellent judgement and diplomacy and maintain a high level of confidentiality

## COMPENSATION

**This role is a full-time staff position, 32 hours (approx 4 days) per week**, and carries a **yearly salary of \$30,000** with the opportunity to increase by up to 20% after one year upon reaching fundraising goals.

This position is well suited for an arts-professional who is looking for a consistent institution-based position in arts organizing that supports their long-term career goals and independent projects. We also encourage applications from artists who occupy administrative roles in addition to their arts production practice. The role currently includes a benefit package: flexible vacation and professional development time off, transportation, and optional retirement fund. In 2020 we aim to offer health/dental insurance support for all staff, as articulated in our 2019-2022 strategic plan and organizational sustainability initiatives.

More Art office hours are 10-6, Monday-Thursday, so office hours must fall within that time frame. Partial remote work is possible. Engaging Artists programs take place on weekday evenings (on a monthly basis) and occasional weekends. This position is responsible for attending all public events.

**If you are interested in the position, please send the following materials to [info@moreart.org](mailto:info@moreart.org), in a single PDF document:**

- Resume
- Cover letter demonstrating your interest in the position, your relevant experience, your interest in working with community organizations and people of all ages on public art projects.
- 1 Writing sample (press release, academic article, journalistic writing)
- 2-4 Graphic Design Samples
- Names and contact information for 3 professional references

Start date, early December.

No Calls please.

*More Art is an equal opportunity employer and strongly encourages people of color, women, LGBTQ, and disabled candidates to apply.*