



7125 Riverside Dr., Dublin, Ohio 43016
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Dublin Arts Council seeks a full-time Communications Manager to initiate, create and disseminate a variety of communications collateral to internal and external audiences. Key duties include content creation for digital and print, social media planning, execution and measurement, traditional media relations and website management.

Resumes and cover letters are accepted through Wednesday, Feb. 1, 2023 by email to leadership@dublinarts.org. No phone calls please.

The successful candidate is anticipated to begin in March of 2023. Dublin Arts Council, a non-profit local arts agency in Dublin, Ohio, is committed to equal opportunity in employment and programming. The position will encompass both in-person and remote work.

The full job description follows:

JOB DESCRIPTION

Communications Manager

Role description

The Communications Manager reports to the Executive Director. The Manager is responsible for tasks that include:

- Managing marketing communications for Dublin Arts Council (DAC) programs
- Initiating, authoring, designing, editing and disseminating a variety of communications collateral for myriad internal and external audiences

Key duties / responsibilities

- Creation of collateral including signage, fliers and brochures
- Manage DAC website updates
- Plan, create and manage DAC's social media content/presence
- Plan, pitch, author and disseminate news releases and content to traditional media outlets; respond to media requests
- Special event support, including planning, execution and evaluation

- Creation and dissemination of e-mail newsletter
- Monitor, organize and quantify earned and owned media clippings
- Cultivate and maintain relationships with authorizers and collaborators, such as DAC board members, City of Dublin councilmembers and staff, downtown Dublin marketing partners and others
- Contribute to development plan execution, with an emphasis on grant application content, administration and sponsorship
- Additional duties and responsibilities may be assigned

Required Qualifications

- Undergraduate degree in related discipline, e.g. Communications, Marketing, Business Administration, Arts Administration or Public Relations or equivalent combination of education and experience
- Software proficiency in Microsoft Office suite and Adobe Creative Cloud (including InDesign and Photoshop)
- Experience with social media platforms including Facebook, Twitter, Instagram, LinkedIn and YouTube
- Foundational graphic design experience
- Experience generating content and/or copywriting
- Strong communication skills; oral, written and in-person
- Ability to gather and analyze data to inform marketing decisions
- Five to seven years of applicable experience

Desired Qualifications

- Shooting and editing experience with still and video photography
- Website management experience
- Working knowledge of WordPress content management system
- Program budgeting and administration experience
- Nonprofit or arts organization experience
- Working knowledge of Google Analytics and Google Ads
- Online fundraising platform experience

Additional requirements & considerations

The Communications Manager is:

- Detail-oriented, well-organized and able to multitask
- Able to work independently and contribute in a cross-disciplinary team
- Flexible; able to shift priorities to meet changing needs and deadlines
- Creative, cooperative, confident and enthusiastic
- Able to collaborate with a variety of audiences, both internal and external

- A life-long learner who seeks professional development opportunities and applies best-practices

Evening and weekend work may be required. The position is hybrid, encompassing both in-person and remote work. Dublin Arts Council provides a generous benefits package including health, dental, vision, disability and life insurance, paid vacation, mileage reimbursement, Simple IRA match, continuing education opportunities and flex time for full-time employees.

The position is full time and is compensated at a salary range of \$55,000 - \$70,000.