



7125 Riverside Dr., Dublin, Ohio 43016
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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.