

CAREER OPPORTUNITY

COMMUNICATIONS COORDINATOR

Art & History Museums – Maitland (A&H) seeks a dynamic Communications Manager to lead the institution's endeavor to create and disseminate marketing materials to building public awareness.

INSTITUTION OVERVIEW

The mission of Art & History Museums - Maitland (A&H) is to foster an appreciation for art and history through immersive experiences that celebrate Maitland's diverse cultural heritage and preserves the community's legacy embodied in Jules Andre Smith's Research Studio, our National Historic Landmark. Through a unique architectural environment and inspirational programming, A&H stimulates thought, sparks the imagination, enriches the spirit, and fosters appreciation in art, history and preservation. A&H provides an immersive cultural heritage experience throughout its two historic campuses serving children, adults, artists and historians. Activities include artist residencies, artists' studios, contemporary art exhibits, professional art instruction, interactive history exhibitions, hands-on history programs, lectures, films, special events, and more.

In partnership with the City of Maitland, A&H currently operates five museums: the Maitland Art Center, the Maitland History Museum, the Telephone Museum, the Waterhouse Residence Museum and the Carpentry Shop Museum. The Maitland Art Center, originally known as The Research Studio, is metro Orlando's only National Historic Landmark.

Job Summary: The Communications Coordinator is a key member of the staff who is responsible for managing the institution's general communications functions, including marketing and public relations for the purpose of increasing public awareness of the institution and participation in its activities.

Duties:

- Work with the Director of Advancement to plan, implement, evaluate and manage phases of the Advancement Plan's marketing and public relations, including, but not limited to:
 - Advertisements,
 - Media Relations,
 - Online Resources (website and social media sites),
 - Electronic Resources (e-newsletter),
 - Printed Materials (brochures, flyers, etc.), and
 - Wayfinding and Site Signage (directional and informational signs);
- Assist the Director of Advancement with the planning, implementation, supervision and evaluation of events deemed to be fundraisers or "friendraisers" for supporter acquisitions and retention;
- Assist the senior leadership team with all capital campaigns and endowment campaigns;
- Assist staff throughout the institution with related communications activities to ensure brand standards;
- Develop and maintain relationships with existing and potential publicity resources like publishers, editors, reporters and bloggers to enhance and expand media coverage of the institution and to ensure accurate institutional information on other websites;

- Develop and maintain relationships with existing and potential marketing partners like printers, photographers, videographers and event suppliers to negotiate discounted or in-kind products and services that will result in cost savings;
- Collaborate with all staff for marketing/publicity needs of all budgeted projects and activities;
- Train, supervise and retain volunteers to assist with communication functions like copywriting, calendar listing, surveying, photographing, videotaping, and graphic design;
- Oversee budget accounts of the communication functions;
- Maintain all physical files, digital files and databases of the communication functions, including, but not limited to, lists of media contacts and marketing partners; and
- Complete additional duties, as assigned by the Director of Advancement or the Executive Director.

Qualifications:

- Knowledge of and experience with marketing and public relations methods and tools required, especially a proficiency in Adobe Creative Suite;
- Knowledge of and experience with online resources, especially Word Press and social media sites;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results, especially the members of the media and marketing partners;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel.
- Physical ability to lift objects weighing up to forty pounds (40 lbs.) and to sit up to ninety percent (90%) of the work day.
- Must be available for a flexible schedule that includes some evenings and weekends;
- At least three (3) years related professional experience; and
- A minimum of a bachelor's degree from an accredited college/university in a related field required.

Apply in confidence via email to HumanResources@ArtAndHistory.org. Please send cover letter, résumé (.pdf preferred), and names of three references with contact information. In cover letter, please address professional museum experience in relation to primary position duties. Review of applications will remain open until the position is filled. Please, no phone inquiries. Art & History Museums – Maitland is an equal opportunity employer.