



## Program & Communications Specialist

**About the Community Arts Partnership:** The Community Arts Partnership is an Ithaca-based nonprofit driven by a mission to strengthen the arts in Tompkins County by supporting artists and arts groups, ensuring equitable access to the arts, and cultivating a creative culture that reflects our community's diversity. Our vision is a world in where arts and artists thrive. [www.artspartner.org](http://www.artspartner.org)

**Position Summary:** The Community Arts Partnership seeks a part-time Program & Communications Specialist. The Program & Communications Specialist works closely with the Program & Grants Director and the Executive Director to support programming and implement communications for CAP. CAP seeks an innovative individual with an interest in graphic design and community engagement. Compensation for this part-time, non-exempt position is \$20/hour and averages 10 hours/week with flexible scheduling (though attendance at particular events is required, including occasional evenings and weekends). No benefits are included. This position will be based out of CAP's office in Ithaca, NY; much but not all the work can be done remotely. Candidates with diverse backgrounds and identities are strongly encouraged to apply. **Applications will be accepted and reviewed on a rolling basis through May 31, 2023.**

### Job Functions & Responsibilities

The Program & Communications Specialist supports CAP's programming, grants, and communications.

#### Programs

- Coordinate the CAP ArtSpace Gallery (assist with selection process, assist with coordinating show hanging and take-down, host gallery nights)
- Support live and virtual events, including on-site event management and zoom hosting and video uploading
- Create and execute social media content for program communications
- Create and execute calendar listings
- Support data collection

#### Grants

- Create and execute social media to promote grantees
- Support data collection and reporting to funders

## **General communications**

- Support monthly newsletter creation
- Assist with website content creation
- Coordinate two general marketing plans each year that promote the arts in Tompkins County. Work with Convention & Visitors Bureau to determine themes, create and execute content including social media, paid advertising, blog posts, and other content.
- Assist with producing annual giving campaign content for CAP's website, social media, and e-newsletter.
  
- Other duties as assigned

## **Experience & Skills**

The Program & Communications Specialist will be a highly motivated self-starter with excellent written and verbal communication skills and at least two years of related work experience.

The ideal candidate for this position will possess the following qualities and attributes:

- Passionate about the arts.
- Excellent written and verbal communication skills, interpersonal skills, and ability to communicate with diverse audiences.
- Excellent organizational skills, including the ability to prioritize and manage multiple projects and assignments, often with competing deadlines.
- Ability to work independently and produce deliverables with a high degree of attention to detail and accuracy, as well as to collaborate effectively with a diverse team.
- Proficiency with Google Drive and basic Microsoft Office Suite
- Experience with Constant Contact or similar email marketing platforms
- Experience with social media content creation, implementation, and promotion
- Experience with graphic design with Canva or similar
- Video and photo editing experience a plus

## **To Apply**

- Applications will be accepted and reviewed on a rolling basis through May 31, 2023. Please email your resume and cover letter to Megan Barber, [director@artspartner.org](mailto:director@artspartner.org) with "Program & Communications Specialist" in the subject line.
- Cover letters can be addressed to Megan Barber, Executive Director. In your cover letter, please briefly describe any relevant experience you have, and your interest in working with the Community Arts Partnership.
- If you require any assistance or accommodations to submit your application, please contact us as soon as possible so that we may assist you. CAP is an equal opportunity employer.
- Questions? Please email Megan Barber.