

March 28, 2017

Position: Communications Manager and Special Events Coordinator

Located in the NEON district of Norfolk, Virginia, the d'Art Center is an environment where working artists are part of an interactive arts community that engages the public through the experience of art and the creative process. The d'Art Center hosts exhibitions, fundraisers, and other events, with studio space with over twenty professional working artists.

The d'Art Center invites applications for the Communications Manager and Special Events Coordinator, a part-time (approximately 30 hours per week) position.

Responsibilities: design print marketing materials; update and maintain website; coordinate printing; work with the Executive Director to develop cost effective marketing and printing strategies within a limited budget; assist in the coordination of classes, events, and exhibitions as needed; assist in the installation of exhibitions; assume responsibility for logistics for event coordination; facilitate cost effective and innovative advertising through traditional and social media; adhere to a pre-established marketing budget; answer questions and requests from the public; serve as a point of contact for the media; write copy; foster positive relationships with the staff, board, public, resident artists, and media; other duties as assigned by the Executive Director

Qualifications: bachelor's degree in graphic design, marketing, communications, or closely related field (associates degrees and/ or extensive related professional experience without a degree will be considered); proficiency in the Adobe Creative Suite software; strong design skills and writing skills; strong interpersonal and organizational skills; demonstrated commitment to and understanding of an arts organization; ability to work on both Mac and PC platforms; familiarity with Microsoft products; ability to effectively multi-task; excellent time management skills; interest and desire to engage with the public

Established working hours for this position are: Wednesday-Saturday 10:00am-5:00pm with occasional additional weekend/ evening hours for events and receptions.

Full consideration is given to applicants who apply by **Monday, April 17, 2017**. To apply, please submit:

- A cover letter which includes (1) specific salary requirements and (2) when you are available to start the position
- A resume emphasizing design, marketing, and/ or communications experience and credentials
- Names, titles, phone numbers, emails, and addresses for three professional references
- PDF versions (compatible for Mac and PC) of the below:

Visit <https://d-artcenter.org/dart-classes-workshops/> and view second section titled "Workshops" (after the d'Art Summer Camp 2017 section). Including workshop titles, times, dates, cost, and instructor names, design a (1) 8.5" x 11" flier consistent with the d'Art Center's established designs. (2) Draft a short press release to advertise

all Spring and Summer 2017 classes and workshops. (3) Send two additional PDF examples of your original print designs.

The above items must be submitted together in one email to Carolyn Phillips, Executive Director at director@d-artcenter.org. The subject line should read “Communications application.”

Please no phone calls or in-person inquiries. Incomplete applications will not be considered.