

Communications Coordinator (part-time)

ArtReach St. Croix is a non-profit organization with a small, committed staff and a mission to *connect communities & the arts* in the St. Croix Valley, MN/WI. ArtReach supports the work of artists and arts organizations by increasing the art sector's visibility through marketing, partnership opportunities and valley-wide programming. For more information, visit www.artreachstcroix.org

A successful Communications Coordinator will be a dependable, dynamic, hardworking, fun-loving professional who is a self-starter with the ability to work independently and as part of a team. Support programs including, but not limited to, gallery exhibitions, Valley Reads, Mobile Art Gallery, Take Me to the River and artist-initiated efforts in the St. Croix Valley.

Responsibilities include:

- Create social media campaigns and digital content on Instagram and Facebook. Manage posting schedules and respond to comments and DMs.
- Draft and schedule delivery of email newsletter.
- Assist with updates on multiple WordPress-based websites (ArtReachStCroix.org, StCroixSplash.org and TakeMetotheRiver.info)
- Draft press releases and assist with media outreach.
- Assist with campaigns including sponsorship, membership and annual fund.
- Write short articles and profiles for Annual Report.
- Coordinate gallery postcard mailings and other bulk mailings.
- Manage online profiles and handle other miscellaneous external communications.
- Assist with artist communications, volunteer scheduling and public events, as needed.
- Staff the galleries, greet visitors and answer phones, as needed.

Experience:

Knowledge of, and experience in, a relevant field such as marketing, communications, journalism, arts administration, nonprofit management, design, studio art or performing arts. Must have excellent written, verbal and time management skills as well as attention to detail and follow-through. Social media skill is a plus, as is an interest in the arts, the river and the St. Croix Valley. Must have a desire to write exciting content, match it with compelling imagery and be comfortable learning new digital skills. A working knowledge of InDesign and Photoshop is a plus.

Flexible scheduling is available however shared gallery hours are Wednesday to Friday 10am-4pm. Some work may be done remotely. Infrequent evening and weekend hours are required.

Part-time, approximately 15-20 hours per week at \$15/hour to start. Paid time off (prorated) is offered for personal/sick time. To apply send a cover letter and resume to Heather Rutledge, heather@artreachstcroix.org by February 19. No phone calls please.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.