

## Position Announcement: Communications Specialist

The Arts Collab seeks a proactive, creative, and detail-oriented professional to become an integral part of our growing team as Communications Specialist to bring our partners together and build our audience. The position currently includes communications and administrative responsibilities both for the Arts Collab's daily operations and [The pARTners Project](#), a 2-year strategic planning project.

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### Responsibilities

- Oversee coordination elements of meetings, gatherings, and some programs including scheduling, venue set-up, documentation, and follow-up needs. Poll for meeting availability, communicate details to parties, create calendar invites, announcements, and Zoom links where needed
  - Manage external digital communications including email and social media campaigns, develop and maintain organizational calendar, manage and maintain up to date contact lists
  - Create, obtain, and schedule regular, branded content that engages and builds online audience. Ensure website and digital directory remain up to date
  - Additional administrative assistance to the Executive Director and Board of Directors as assigned
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### About You

- You've read our [beliefs and values](#) and they align with yours
  - You enjoy being a part of a welcoming, creative, and professional environment and desire to help build and become a part of a creative community
  - Regular, part-time work fits well with your schedule
  - You possess a proactive and courteous approach to scheduling, following-up, prioritizing, and ability to set deadlines and manage multiple tasks
  - You are excellent with written and verbal communication and consistently produce polished and accurate content
  - You have experience with Microsoft suite, digital scheduling, and meeting platforms such as Doodle, Outlook, Zoom, or related platforms etc.
  - You have experience creating content for social media and electronic communications platforms including MailChimp, Facebook, Instagram, web, and/or related CMS platforms
  - You're knowledgeable on building online engagement and audiences
  - You are resourceful and possess the ability to seek out knowledge when you have questions and the ability to generate ideas for improvement
  - You possess a high degree of reliability, proactivity, ability to manage multiple tasks, care to details, and adhere to deadlines
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### Minimum Qualifications

- Bachelor's degree in management, communications, the arts, education, related field or similar training. At least two (2) years administrative or communications experience
- Demonstrated autonomy, communication acumen, and independent problem-solving including ability to troubleshoot and recommend solutions
- Demonstrated digital media experience, ability to create branded content with limited supervision
- Graphic design, photography, and/or video editing work a plus but not required
- Experience in the arts, education, and/or community building is preferred but not required

**Working  
Conditions**

This position is part-time and reports to the Executive Director. Compensation \$15-20 per hour with experience. Average 12-18 hours per week. Regular hours determined upon availability with some morning hours expected. Employment expected to begin in April 2021. Due to COVID-19, the Arts Collab is currently working remotely. Driver's license, auto insurance, and reliable internet connection. Employment contingent on acceptable background check results (criminal, education, and sex offender) and e-verify.

**Apply**

Submit 1) resume, 2) cover letter, and 3) at least two (2) professional references to [collaborate\[at\]birminghamartsed\[dot\]org](mailto:collaborate[at]birminghamartsed[dot]org) with "Communications Specialist Application" in the subject line by **Tues., Mar. 9, 2021 at 5:00pm CST**. We will only consider complete applications. Our hope is to fill the position by April 2021, however the position remains open until the most suitable candidate is selected.

*It is the policy of the Greater Birmingham Arts Education Collaborative not to discriminate on the basis of race, religion, sex, gender identity, national origin, citizenship (other than an alien not authorized to work in the U.S.), age, gender, sexual-orientation, disability, veteran status, or other proscribed category, in its educational programs, activities, or employment policies, as required by local, state, and federal policies and laws. This policy applies to all aspects of employment including selection, compensation, assignment, promotions, discipline, termination, and access to benefits and training.*

***About the Greater Birmingham Arts Education Collaborative***

*The Greater Birmingham Arts Education Collaborative is part of the Artistic Literacy Consortium, a statewide partnership funded by Alabama State Council on the Arts, the Alabama State Department of Education and the National Endowment for the Arts. Additional support is provided by the Alabama Arts Alliance and the Alabama Institute for Education in the Arts. Our mission is to empower our community to increase student access to quality arts education as part of the Artistic Literacy Consortium. The Arts Collab provides arts education programs to schools, convenes Birmingham's Arts Education Network, and provides professional development to teachers and arts professionals on arts integration. The Arts Collab is a nonprofit, 501(c)(3) organization.*

*Learn more about us at [birminghamartsed.org](http://birminghamartsed.org).*

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