Launched in 2015 as a national initiative, artEquity provides tools, resources, and training at the intersection of art and activism. With over 5,000 individuals trained, and a growing alumni community, artEquity is building a broad base of individuals and organizations who are strategically poised to create and sustain a culture of equity, inclusion, and justice through arts and culture.

**Team Approach.** artEquity works with a team approach based on administrative and project needs. This position will be the Team Lead for the following area: Communications.

**Responsibilities/Duties.** Working with a dynamic team of staff and facilitators, the Communications Manager will provide oversight for artEquity communications including website, press releases, newsletters, eblasts, and social media. As a member of a collaborative national team, the Communications Manager will work remotely, attending teleconference and video meetings, as well as periodic in-person meetings and trainings. Primary duties will include, but not be limited to:

**General Communications Oversight and Innovation**
- Provide oversight for outward-facing communications, primarily but not limited to the website, social media, and press;
- Provide oversight for artEquity's website maintenance and its communications tools and analytics;
- Advise on and maintain continuity around the “look” and style of all print and digital materials;
- Provide copywriting for newsletters, social posts, press releases, and more;
- Provide oversight on design and printing of all programmatic PR materials (including brochures, T-shirts, mugs, and other items as needed);
- Provide data analysis across all social platforms, website, and sales.;
- Identify and supervise outside print and design consultants as needed; and
- Bring creativity and innovation, with strong social justice values, to artEquity's growing national presence.

**Strategy and Planning**
- Create and implement a comprehensive communications plan for artEquity overall, and specific programs, including but not limited to: Everyday Justice, National Board Training, Finding the Keys, Strategies for Change, BIPOC in PWI, BIPOC Leadership Circle, Talking Back!, Women of Color in Leadership, and the National Facilitator Training;
- Consistently advance and communicate the mission and values of artEquity and artEquity’s programming;
- Provide oversight for communications budget;
- Plan regular communications meetings including agenda creation;
- Maintain website including administrative oversight of renewal fees, SEO, data analysis, design, integration, build/design, and accessibility, as needed;
- Collaborate with Development Manager to create fundraising campaigns;
- Design graphics as needed; and
- Provide oversight and troubleshoot back-end ticketing.

**Social Media**
- Create and manage program pages on each platform, create and identify new content, oversee any video recording/editing;
- Maintain and regularly post on Facebook pages including artEquity main page, program-specific pages, and event pages;
- Maintain and regularly post on Instagram, LinkedIn, and Twitter; and
- Explore new and emerging social media trends to broaden artEquity’s exposure.

**Newsletter and E-blasts**
- Create content in alignment with artEquity values;
- Design the look and layout of newsletter including graphics as needed;
- Ensure timely bi-monthly distribution; and
Communications Manager

- Create eblast content for all programming, events, and special announcements.

Press and Publicity
- Create press releases, in collaboration with program leads, for all programming, events, and special announcements as needed;
- Develop and maintain a press list;
- Serve as primary media contact by coordinating interviews and comment requests;
- Track and collect press coverage for the organization, programs, and artists; and
- Serve as liaison with publicist for articles, interviews, speaking events, and publishing.

Merchandising
- Research, document, and launch artEquity merchandising; and
- Work to identify appropriate vendors and distribution methods.

Administration
- Participate in scheduled staff and facilitator calls as needed;
- Manage Mailchimp, Wix, and Zoom accounts;
- Design and update email signatures;
- Support database management with Operations Manager; and
- Participate in grant writing, funder calls, and grant reporting as needed.

Skills
- Have a commitment to social justice and art activism.
- Have demonstrated project management experience.
- Have strong communication skills both written and verbal.
- Have a willingness and ability to engage in strategic thinking and planning.
- Have an interest in and/or familiarity with the arts.
- Have a high level of discretion and ability to review and safeguard confidential data and information.
- Have a commitment to ongoing self-reflection, awareness, and analysis-building.
- Must be able to work independently, having strong decision-making skills, and also work collaboratively as part of a dynamic team.
- Must be familiar with both Microsoft Suite and Google Drive platforms, Canva, project management software, Wix, MailChimp as well as all social media programs.
- Must have access to local transportation and be willing to make local and national trips and drive on behalf of artEquity when needed.
- Experience with facilitating group dialogue is a plus.

Compensation
- 30 hour/week staff position
- $40,107 annually
- Health, dental, and vision plans (employer pays 50%)
- Personal and professional development stipend
- Monthly tech stipend
- Access to 401K (non-matching)
- 13 Paid holidays
- Paid Time Off accrual
- One week paid summer break, two weeks paid winter break

Commitment to equity and social justice
artEquity is committed to creating a diverse and inclusive environment. Applicants from populations historically underrepresented are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.

www.artEquity.org