



**ART  
CENTER  
EAST**

Art Center East  
1006 Penn Ave.  
La Grande, OR  
97850

## **ART CENTER EAST**

### **Job Title: Communications Coordinator**

#### **Job Summary**

The Communications Coordinator is responsible for marketing, promoting, and recruiting resources – human, financial, and in-kind – to support ACE’s five core programs: **Youth and Adult Arts Education, ACE Art Galleries, Artists in Rural Schools (AiRS), Economic Development for Artists, and Community Music**. The Communications Coordinator’s base commitment is 40 hours per week. Optional: additional hours may be contracted if the Communications Coordinator wishes to teach arts class(es).

#### **Qualifications**

##### Education

- Education and/or experience sufficient for success in this position

#### **Required skills**

##### Customer service and communication

- Exceptional interpersonal and written and verbal communication skills
- Ability to track and follow up on interactions with the public
- Clear, polite phone voice
- Professional appearance and courteous manner

##### General

- Ability to thrive in a team environment
- Self-starter, problem-solver, and solutions-seeker
- Excellent social media skills
- Familiarity with Google Docs/Drive and productivity software
- Strong task and time management skills
- Ability to manage multiple tasks that have shifting priorities
- Attention to detail

#### **Preferred, but not required, skills and experience**

- Sales experience

- Experience working at nonprofit organization(s)
- Passion for and enjoyment of the arts
- Familiarity with regional arts communities

**Communications Coordinator duties include:**

- **Partner organizations:** recruitment and coordination
- **Marketing/promotion:** creating ACE's weekly e-newsletter (with input from other ACE staff), press releases, and digital marketing materials to meet current organizational needs and priorities
- **Marketing/promotion:** ACE core programs (Youth and Adult Arts Education, ACE Art Galleries, Artists in Rural Schools, Economic Development for Artists, Community Music)
- **Marketing/promotion:** ACE business memberships, community memberships, and sponsorships
- **Donor relations:** recruitment, organization, and tracking
- **Volunteer/docent recruitment and training**
- **Community relations:** represent ACE in the wider community, fostering individual and group relationships
- **In-house work:** maintain in-house calendars; track interactions with donors, partners, funders, volunteers, and docents

Optional paid opportunities:

- Provide staff coverage at ACE's after-hours events
- Teach arts class(es) on-site and/or as an AiRS program Teaching Artist

**Communications Coordinator position hours:**

- 40 hours per week
- Optional: up to 10 additional hours per week providing staff coverage at ACE's after-hours events and/or teaching arts class(es)

**Compensation:**

- \$16.00 per hour [optional teaching hours are paid at a different rate]

**Benefits and perks:**

- \$100.00 insurance stipend per month
- Staff discount on Gift Gallery items
- Holidays off (unpaid)

**Applications will be reviewed on a rolling basis. Candidates are encouraged to apply early. Position open until filled. Job will begin in July 2024.**

**To apply, please submit:**

- Cover letter that describes why you are interested in working at Art Center East and how your work experience relates to this position
- Resumé
- Sample of your professional writing (public communications you have written, such as marketing materials, announcements, business letters)
- Recommended: three professional references

**Incomplete applications will not be considered.**

Applications may be mailed to P.O. Box 541, La Grande OR 97850 or delivered to Art Center East at 1006 Penn Avenue. If submitting electronically, applications must be saved as a **single PDF document with [Your Full Name] Communications Coordinator** in the document title. Please email your application to [darcy@artcentereast.org](mailto:darcy@artcentereast.org). No phone calls or inquiries, please.

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