



United States Artists

United States Artists (USA) seeks full-time Communications Manager in Chicago, IL to start Summer 2018.

United States Artists (USA) is currently seeking a full-time Communications Manager who will work directly with our President & CEO to manage the organization's internal and external messaging. This position will be responsible for creating, implementing, and overseeing communications programs to effectively describe and promote our mission and vision.

USA is a national arts funding nonprofit organization based in Chicago. Each year, USA awards about fifty \$50,000 fellowships to the country's most accomplished and innovative artists working in the fields of Architecture & Design, Crafts, Dance, Film, Media, Music, Theater & Performance, Traditional Arts, Visual Arts, and Writing. USA Fellows spotlight the importance of artists across the country, celebrating the broad diversity of American artistic practices and cultivating a creative ecology that is diverse in age, race, religion, gender, and sexual orientation.

Since our founding in 2006, USA has supported over 500 artists with nearly \$25 million. To learn more about the organization, please visit our [website](#).

RESPONSIBILITIES

This individual is responsible for the following core duties:

- Managing a small departmental team including but not limited to a Designer-in-Residence, Social Media Coordinator, Communications Intern, etc;
- Overseeing administration of all communications and marketing programs, tools, and forms including but not limited to surveys, newsletters, mailings, etc;
- Updating website as well as assisting with ongoing design, content, and architecture;
- Assisting in writing all promotional copy and related design affiliated with the organization and in collaboration with all departments;
- Managing all design projects including but not limited to campaigns, publications, digital materials;
- Writing and distributing media materials such as press releases in conjunction with PR firm;
- Liaising with press and monitoring value of coverage;
- Maintaining database of press and press writers;
- Maintaining an image library;
- Assisting with proofreading, fact-checking, and editing as required;
- Producing all media content including but not limited due promotional videos, audio, etc;
- Overseeing all social media platforms and strategizing related vision;
- Representing USA's mission, vision, values, and goals in person, online, and in print;
- Traveling to necessary and relevant conferences, symposiums, and convenings;
- Taking on additional duties as required;

IDEAL CHARACTERISTICS

This individual may be the public's first point of contact to USA and therefore must be someone with strong interpersonal and communication skills. The ability to troubleshoot, think creatively and represent USA effectively, are key attributes. This individual will be an integral part of the team and must possess the following:

- Meticulous organizational skills with a demonstrated ability to meet deadlines, manage budgets, and keep timely correspondence;
- A "team player" who understands the dynamics of working within a small, productive staff that is constantly dependent on and accountable to one another;
- Outstanding oral and written communication skills, including the means to address issues in non-confrontational way, but nevertheless with determination; a track record as an effective communicator; the presence and credibility to serve as an effective spokesperson for USA;
- A "doer" with a willingness to work hands-on in developing and executing a variety of activities ranging from the internal day-to-day to the highly creative; an energetic, alert, hardworking person, able to take immediate action when necessary;
- Demonstrate maturity, curiosity, and a sense of humor; is at ease with collaborating both internally with staff and externally with public entities;
- Ability to work effectively with an incredibly diverse community

EXPERIENCE

- At least three to five years full-time work experience in Communications
- Experience working in a fast-paced, entrepreneurial environment
- Experience with Adobe, Microsoft, and various related softwares and social media platforms

COMMITMENT & COMPENSATION

- This position is full-time, and maintains 40 hours per week (Monday-Friday)
- Salary is competitive and commensurate with experience
- Excellent employee benefit package, including health, life, disability, vision, and dental insurance per company policy; eligibility for other benefits, including the 403(b), holiday, sick, and vacation will take place per company policy

To apply, please email a cover letter, resume, and three references in a single PDF to jobs@unitedstatesartists.org, and indicate "Communications Manager" in the subject line. The deadline to apply is 5pm CST on August 3, 2018. Additionally, please email all inquiries to the same address. No calls please.

United States Artists (USA) is committed to a policy of nondiscrimination as an Equal Opportunity Employer. USA's policy is to maintain and promote nondiscrimination regarding race, color, creed, national origin or ancestry, marital status, gender, physical or mental handicap unrelated to ability, sexual orientation, religion, political philosophy, unfavorable discharge from military service or age in all phases of employment practices and facilities in accordance with all applicable laws. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.