



CREATIVE ARTS CENTER OF DALLAS

Communications Manager

Creative Arts Center of Dallas (CAC) nurtures a community where people discover, develop and express their artistic vision. Located on a two-acre campus four miles east of downtown Dallas, CAC offers more than 500 classes and workshops per year in such disciplines as ceramics, clay sculpture, drawing, fiber, glass, jewelry, metal arts, mosaic, painting, photography, printmaking and stone carving. Cultivating creativity for nearly 50 years, CAC also offers free arts programming to disadvantaged youth, including ArtAbility, Camp MetalHead and *unseenamerica*. Not only a visual arts school, CAC is a thriving arts community for a diverse range of students from teens to seniors who desire to “center themselves” with authentic arts experiences. www.creativeartscenter.org.

CAC is committed to inclusion and diversity in all areas of our work, both in the classroom and the community. We are an Equal Opportunity Employer and do not discriminate in employment based on race, color, religion, gender, sex or national origin.

About the Position

This is a full-time position beginning immediately. Total hours will average 40 hours/week to be scheduled on Monday through Friday. Must be able to work evenings/weekends and special events as required. There will be increased hours during our fundraiser, the Blue Plate Special in the fall.

Salary and Benefits

Salary is \$35,000 – \$38,000, depending on experience. This position is under direct supervision of the Executive Director and will work closely with the Finance Manager, CAC’s Teaching Artist as well as the CAC Board of Directors. Benefit package includes: health coverage and dental with 50% employer paid premium for employees; up to 10 days paid sick leave; three weeks of vacation per year (one to be taken between Christmas and New Year’s as the Center is closed) and two personal days.

The workstation is in the main office at 2360 Laughlin Drive in East Dallas, a hub of non-stop activity. This is a fast-paced, computer-based job. It requires great attention to detail and time management. Being self-motivated with an eye for detail while in a busy environment is necessary.

Essential Job Functions include:

1. Oversee course management system as well as assist with database updates.
2. Design collateral, e-newsletters and e-blasts and manage social media outlets.
3. Event and exhibition planning & execution.

4. Website management.

5. Securing and supervising interns.

Additional Information:

Though some other duties outlined below can be more routine, the Communications Manager is expected to first learn then refine, improve and create best-practices and procedures; understand and consider marketing strategies and goals; participate in career development opportunities; earn a high level of trust and discretion for independent decision making; and perform all duties with mission-driven analysis and student-centered focus.

We're looking for a friendly personality who can work with an established team, communicate with anyone, hit deadlines and be nimble. A sense of humor is a must. We work hard at the Creative Arts Center and expect you to as well.

Expectations:

- Design collateral, write and send e-blasts, newsletters, digital marketing and direct all social media.
- Draft, proof and edit course catalogue as well as online class descriptions, teacher bios and supply lists.
- Develop membership events, such as exhibits, lectures and other events.
- Manage course management system with upcoming classes/workshops as well as create rosters for teaching artists at the beginning of each sessions and send online class evaluations at the end of each session.
- Oversee and update CAC website content and images regularly.
- Research and deepen collaborations in the community with other organization and partners.
- Solicit and acknowledge in-kind contributions needed for fundraising initiatives and special events.
- Secure and supervise interns.
- Act as intermediary between teaching artists and staff.
- Create and present annual marketing plan to Board of Directors.
- Assist with answering the phone, taking in-person and phone registrations and general data base management.
- Assist Executive Director with new fundraising initiatives and support fundraisers.
- Actively engage as a member of the CAC community, participating in events and activities.
- Foster inclusivity and collaborate with all staff, volunteers, partner agencies and supporters to further CAC's mission.
- Participate in organization decision making and interface with CAC Board of Directors and committees.
- Financially support the Creative Arts Center through a giving policy.

Knowledge and Skills Required:

- Exceptional organizational, time-management, prioritization and coordination skills.
- Excellent attention to detail and accuracy, guided and informed by strong analytic abilities.
- Successful project management experience, planning and implementing complex and overlapping timelines.
- Effective and empathetic communicator with strong interpersonal, writing, editing skills; multi-channel marketing experience; and a deep appreciation for the value of genuine, direct communication.
- Proficiency with Microsoft Office, Adobe Creative Cloud, social media and email marketing systems.
- Self-starter and self-disciplined with ability to work independently on concurrent projects.
- Collaborative and adaptable work style.
- Must be willing to learn new software or techniques as needed. Management experience also welcomed.

Other Qualifications:

- Arts and culture competency and experience working with diverse groups.
- Demonstrated contributions to inclusive team achievement.
- Bachelor's Degree or equivalent experience.
- 2-3 years of relevant experience, preferably in nonprofit sector and including multi-faceted project management.

Applying:

Position will remain open until filled.

Please submit resume and cover letter to Diana Pollak, Executive Director,
dpollak@creativeartscenter.org. NO PHONE CALLS PLEASE.