

Communications Manager Job Description

Arts and Cultural Alliance of Sarasota County

The Arts and Cultural Alliance of Sarasota County, Inc. is seeking an experienced professional to function as their Communications Manager. Reporting to the Executive Director this position is responsible for the following:

- Manage all communications for the Arts and Cultural Alliance
- Manage annual Communications plan
- Write and distribute all press releases and handle all publicity
- Keep up to date with current media spreadsheet and media contacts.
- Manage media inquiries
- Social Media posts – 5 days a week – Facebook, Instagram, LinkedIn, Twitter
- Design all materials for events – Program Booklets, Advertisements, etc.
- Manage entire website daily - Calls to Artists, Job Postings, Auditions, approving events, regular blog posts, etc.
- Manage Constant Contact and handle all e-blasts (legislative alerts, art exhibits, etc.)
- Compose and publish ARTbeat weekly
- Manage Culture Collective program – Develop Program Overview; work with the Scheduled Organizations and create Season; design rack card and advertising materials; attend young professional’s events to recruit members; attend and manage all events and work with organizations in detail; handle registration and membership sign-ups; communicate with members via email and closed, members-only Facebook group page; compile detailed event and performance information to send to members.
- Handle communications for all Alliance events. Help with set-up and clean-up at events. Annual events include:
 - InspireSarasota!*
 - 1. *InspireSarasota! Festival*
 - 2. *Celebration of the Arts* (Also handle administration of *Leadership Awards*)
 - 3. All Culture Collective events
 - 4. Art Exhibit Opening Receptions
 - 5. Principals’ Luncheon (Also on Planning Committee)
 - 6. Special Events (ArtSpaceSRQ, etc.)
 - 7. Legislative Receptions
 - 8. Pop-Up Concerts
 - 9. *The Business of Art* Workshops, etc.

- Input Alliance events into online community calendars and our website calendar
- Handle photography for events and live social media posting on all platforms
- Monitor federal, state and local legislative arts issues; take notes on monthly Florida Cultural Alliance Legislative Calls
- Maintain and update contact information list of legislators at all levels of government
- Help manage the Giving Challenge and Giving Partner profile.
- Help with administration of TDC/A Grants (heavy copying and organizing, updating website, etc.)
- Create all PowerPoint presentations for Executive Director, including those to the Sarasota County Tourist Development Council
- Manage in detail TDC/A files and emails. Communicate with County staff (send Project Change Requests, etc.). Keep excellent record of anything TDC/A related.
- Write Alliance's monthly *Get Inspired* spread for local magazine.
- Spotlight an artist or person deeply involved in the arts in Sarasota. Collect photo, bio, and quote. Write brief article on them with quote featured.
- List that month's gallery and cultural event listings of Alliance members. Manage and compile listings in proper format for local magazine
- Manage Arts & Culture Guide Cover Art Contest and Organizations Submissions – Work with SCENE Magazine on this.
- ArtspaceSRQ – Handle social media; attend committee meetings; update website; design materials; etc.
- *InspireSarasota!* – Assist with all communications
- *InspireSarasota! Festival* – Work with Committee; handle all social media postings and photos at festival.
- Prepare packets for Board Meetings and email to Board; maintain Board contact list; maintain Board files (Financials, etc.)
- Design/update materials for Patriot Plaza, EdExploreSRQ, Teaching Artists, Artists in Libraries, etc.
- Create invitation and help with organization of Patriot Plaza Annual Guides Breakfast
- Attend various Foundation workshops

- Assist Executive Director with projects
- Complete regular time sheets
- Handle scheduling of office suite's conference room.