

MARKETING & COMMUNICATIONS MANAGER

Textile Center Job Opening

PRIMARY DUTIES AND RESPONSIBILITIES: MARKETING & COMMUNICATIONS MANAGER—FULL TIME POSITION WITH BENEFITS

Application Deadline: January 4, 2010

Textile Center is a non-profit art center.

Use Your Creative Communications Skills in our Team-Oriented Open Environment

Textile Center, a nationally renowned fiber art center, is seeking an energetic, creative professional with excellent e-marketing, communication and organizational skills to create and manage the production of all major Textile Center publicity and marketing.

Specific Responsibilities:

- Manage all aspects of Textile Center's internal and external communications.
- Work closely with the Staff to support Textile Center's promotion objectives and to create communications and marketing materials.
- Edit and publish Textile Center's e-newsletter.
- Write copy and coordinate the design and production of the annual report, Textile Center newsletters, catalogs, invitations and brochures. Write and distribute press releases.
- Create collateral print and electronic materials to promote Textile Center programs.
- Coordinate Textile Center's website content, gathering, editing and formatting information and images for website designer.
- Maintain all Textile Center social media (i.e. Facebook, Twitter) and coordinate new social media outlets.

- Develop and manage relationships with graphic designers and printing companies.
- Develop and manage relationships with media representatives.
- Maintain a database of media outlets/contacts, print media and online calendars/bulletin boards, advertising venues.
- Supervise interns.

Qualifications:

- BA in journalism, marketing, public relations, communications or related field required.
- At least one year of solid marketing and communications experience including electronic content management (email marketing, website content, social media).
- Advanced computer skills in Microsoft Word and Excel. Experience with Adobe Photoshop, Adobe InDesign and FileMaker Pro preferred.
- Advanced computer skills in email and online/web content management.
- Experience/expertise with social media (Facebook, Twitter, blogs, bulletin boards etc.).
- Ability to work with Mac/PC platforms.
- Non-profit arts experience preferred.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written English communication skills.

Textile Center offers a competitive salary and benefits including paid time off and health insurance. We are an equal opportunity employer. Acceptable documentation to work in the US required.

To apply send resume, cover letter and three references to:

Margaret Miller

Textile Center

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Minneapolis, MN 55414

mmiller@textilecentermn.org