Art House, Inc. Part-Time Social Media/Marketing Coordinator
Reports to: the Program and Executive Directors

Art House, Inc., is seeking a qualified candidate who is passionate about the importance and necessity of the arts in our society and eager to join the staff of a small non-profit that is experiencing an exciting period of growth. The staff member will work with the Art House team (currently comprised of 2 full-time, 2 part-time employees) to envision and realize the organization’s future. The Coordinator will be in charge of our social media/marketing plan and work directly with staff and interns to expand our network, to design, share, and advertise news, programs, events, and PR packets. The Social Media/Marketing Coordinator will start at 10 hours per week. Hours are flexible with a mix of remote and on-site work. We fully anticipate that this part-time position will grow with the organization.

Marketing
Work with Program Director and Interns to achieve:
• Timely submission of Press Releases for events and programs to on-line sites, and physical newspapers, etc., to the widest possible network.
• Develop/design/distribute print advertising, brochures, and postcards
• Keep social media posts (Facebook, Instagram, Tick Tock, etc.) and website updated and active to promote programs/events/news

Other Administrative
• Coordinate social media/marketing schedule with interns
• Participate in staff meetings as scheduled
• Attend meetings/events on behalf of AH as needed
• Attend professional development seminar/webinars as opportunities arise
• Work together with staff to develop and revise, when appropriate, a feasible marketing campaign

Knowledge and Skills:
• Strong verbal and written communication skills, ability to write clearly and succinctly,
• Attention to detail
• Experience and skill with Photo/video editing, design applications, and social media platforms
• Familiarity with marketing research and statistical analysis
• Self-motivated yet customer-focused
• Strong contributor in team environment

Pluses:
• Knowledge of art history, current trends, art materials and methods
• Familiarity with web design
• Experience with financial planning and strategy
• Bilingual
• Bachelors in Graphic Design/Visual Communications

Art House, Inc. is an equal opportunity employer and committed to the work of creating a more equitable and just world. Our mission is to inspire exploration and expression through the visual arts. www.arthouseinc.org

Please send resume, letter of interest, media/marketing samples, and contact information for 3 professional references to lvoss@arthouseinc.org. Review begins immediately. Position is open until filled.