



Position Title: External Affairs and Communications Manager (Full-Time, downtown Dayton, OH)

Compensation: \$45,000 - \$55,000 annually

Position Overview:

The External Affairs and Communications Manager leads the organization's external communications, marketing, and facility operations. This position is responsible for shaping the public-facing presence of the organization, including website, social media, and digital content; managing marketing initiatives; overseeing the retail shop; coordinating facility rentals; and ensuring facility readiness. This role directly impacts community engagement and brand awareness, increasing The Co's visibility as a leading arts organization.

Key Responsibilities:

- **Marketing & Communications:** Develop and implement a comprehensive marketing and communications strategy. Create and distribute content for email, website, social media, and press releases to promote exhibitions, events, and programs.
- **Content Creation:** Write, edit, and produce content for online and print materials; manage the organization's website, maintaining updated content and design.
- **Social Media Management:** Develop and execute a social media strategy, creating posts, managing interactions, and increasing followers and engagement across platforms.
- **Retail Shop Oversight:** Manage daily operations of the retail shop, including inventory, pricing, vendor relations, and customer service.
- **Facility Management:** Oversee facility readiness and appearance, manage vendor relationships, and coordinate setup for exhibitions and events.
- **Rental Coordination:** Serve as the primary contact for external rentals of the facility, coordinating scheduling, contracts, and logistics to ensure an exceptional rental experience.

Qualifications:

- Bachelor's degree in Marketing, Communications, Arts Administration, or a related field preferred.
- 3+ years of experience in marketing, communications, or facilities management.
- Proficiency in social media platforms, website CMS (e.g., WordPress), and graphic design software (e.g., Adobe Suite).
- Excellent organizational and multitasking skills.
- Strong interpersonal and communication skills for customer service, rental coordination, and team collaboration.

How to Apply:

Please email a cover letter, resume, and two professional references to contact@codayton.org with the subject line "External Affairs and Communications Manager Application."

Application Deadline: Nov 22, 2024