



Communications Manager (Full-Time)

Position Summary:

Common Field's Communication Manager develops and implements a communications strategy to advance awareness, understanding, and engagement of Common Field's and its expansive network. They amplify the network and field of visual arts organizations and organizers to a broad community and oversee Common Field's communications and storytelling efforts. Primary job duties include organizing and administering Common Field's communications interface - website, email, social media, marketing, press, documentation and archives. This position reports to the Executive Director.

About Common Field:

Common Field is a national network of independent visual artists' organizations and organizers that connects, supports, and advocates for the artist-centered field. Founded in 2013 and launched in 2015, the Common Field network has 700+ members across the US. Common Field organizes as a field in order to strengthen one another through collective action, shared information, and mutual support. Common Field's vision is to build platforms and advance thinking that support diversity in identity, geography, history, orientation, perspective, and circumstance and create space for many people to enter and shape the field. Read our [Core Values on our website](#).

About Common Field's Employment Practices:

Common Field is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. We value equity and are committed to creating an inclusive environment for all employees. Common Field values perspectives from people of diverse cultural backgrounds and is committed to building a culturally diverse staff. We strongly encourage applications from people of color and LGBTQ candidates.

The Communication Manager essential responsibilities include but are not limited to:

- Cultivate community across all communication channels
- Clearly articulate what Common Field is, its value to the network and work to ensure that the network, related fields and general public understands Common Field as it grows and evolves.
- Develops communications strategy for the organization as a whole and individual projects and programs and centers Core Values in priorities and decisions.
- Website: Activate, manage and maintain Common Field's website -the primary interface to its expansive member network. Ensure the website is up to date and is strategically used as a platform for effective advocacy and amplification of the network as well as Common Field's core messages.
- Design: Effectively utilize and implement identity system devised by Wkshps. Develop designer in residence initiative to elevate design as a critical component of Common Field's communications work.

- Email Communications: Coordinate, compose and format monthly e-newsletters from draft to send. Coordinate development of network-only newsletters with network specific information and opportunities.
- Press: Develop PR/media relations including copy writing. Coordinate press and media materials, contact lists and press archive. Respond to requests for information and images and coordinate interviews for press and Common Field leadership as appropriate.
- Social Media: Generate a strategic approach, thinking and original content for Common Field's social media platforms. Actively engage and build CF's social media audiences. Proactively engage and amplify Network Members and followers.
- Oversees the development of Common Field's annual organizational report
- Archives + Documentation: Organize, edit and create photo and video archives. Maintain Vimeo channel and ensure archive is accessible on CF's website.

Programs: Network, Convening, Projects

- Promote Convening, Network and Projects programs and related projects and publications
- Maintain and archive photo and video documentation from the annual Convening and additional in person programs
- Oversee development of a design identity for the Convening. Manage development of Convening website section, Convening booklet and edit copy for convening communications.
- Develop press strategy and contract additional support as needed
- Support organizational programs and full staff team

Administration, Fundraising and Program Support

- Attend weekly team meeting
- Support other programs and projects as needed
- Review, edit and assemble reports, feedback, and assessments
- Develop project timelines and ensure communications deadlines are met

Expectations

- Timely attendance to meetings and activities
- Manage personal workflow, priorities and regular check-ins
- Keep calendar and schedules up to date

Qualifications, Knowledge, and Skills Required

The ideal candidate is a creative and flexible writer/organizer that has significant experience working in the arts:

- Experience in the non-profit arts and/or artist-centered field / 5+ years
- Knowledge and familiarity with the artist organization field, organizations, research and arts organizing ecosystem
- Thoughtful and excellent written and verbal communicator
- Capacity for writing, copy editing and review
- Strong design and visual sensibility, graphic design experience a plus
- Significant commitment to the arts field



- Reliable, responsible, highly organized, detail-oriented
- Independent self-starter who is flexible, inventive and takes initiative
- Willing to do both practical coordination as well as be a participant in visioning and leadership
- Computer and digital literacy and strong working skills in Google Drive, web CMS systems, social media platforms, and working knowledge of Adobe Creative Suite

JOB SPECIFICATIONS

- The position is a full-time (40 hours/week), Exempt, Employee position
- The position works out of Common Field's Los Angeles office (with the possibility of working remotely part-time)
- Salary range negotiated based on qualifications and experience and in accordance with the Common Field Compensation Policy.
- Occasional travel required as well as some work on evenings and weekends.
- A benefits package will also be provided including paid time off, paid sick time, paid holidays, bonus days and paid health insurance.
- The Communications Manager must be able to attend the annual Common Field Convening. The 2020 Convening takes place in Houston, TX from April 23 - 26, 2020.
- Common Field has a BYOD (Bring Your own Device) Policy. Arrangements will be agreed with employee upon formal hiring.
- Common Field supports ongoing employee professional development and funds these activities whenever possible.

APPLICATION PROCEDURE

To apply, please email a letter of interest, resume/cv, three personal references and at least two writing samples. Please send your application as a **SINGLE PDF** with subject line **YOUR NAME: Common Field Communications Search** to courtney@commonfield.org.

Applications received by February 19, 2020 will be given priority consideration. Position open until filled. Incomplete applications will not be considered.

To find out more about Common Field, visit <http://commonfield.org/>