



Communications Coordinator

The Brookline Arts Center (BAC) is seeking a highly motivated and creative individual to join our enthusiastic team. The position will be responsible for coordinating a variety of communications for the organization and will work with other staff to develop and implement marketing and outreach strategies. The Communications Coordinator will report to the Executive Director.

Responsibilities:

Operations

- Provides excellent customer service to all families, students and visitors.
- Answers phone and manages general email communication.

Program

- Serves as the primary registrar.
- Manages class communication with families, students and faculty regarding schedules, enrollment and policies.
- Distributes and collects program evaluation.

Marketing and Communication

- Develops and implements marketing and outreach strategies in conjunction with AD/ED.
- Develops and maintains media contact and online calendar list.
- Manages online photo gallery, ensuring a vibrant display of programs and events at the BAC.
- Creates content for weekly newsletters and social media posts.
- Manages mailings and school postcard distribution.
- Manages website and designs collateral materials.
- Researches events for BAC to participate in, working with AD/ED to schedule (ie. camp fairs, Brookline Day, Coolidge Corner Arts Festival, etc.).

Development

- Manages gift-processing system.
- Completes thank you letters, ensuring appropriate content.
- Works with ED on donor lists – updates and catalogs entries.
- Assists in researching and preparing grant applications.
- Manages grant calendar, ensuring timely submission and reporting.



- Provides support for all fundraising initiatives and special event preparation.

Community Relations

- Represents the BAC at relevant neighborhood events and in the community.

Qualifications:

- Bachelor's Degree in marketing, communications or a similar field and at least one year of experience in an office setting (non-profit preferred).
- Excellent communication, writing and organizational skills.
- Professional and patient.
- Ability to manage multiple schedules and calendars.
- Proficient computer skills including Microsoft Office and Adobe Photoshop and InDesign.
- A willingness and ability to learn new skills.
- Love and appreciation of art!

Please email a resume, cover letter, writing sample and portfolio of design work (a link or an attachment) to lauren@brooklineartscenter.com with "Communications Coordinator" in the subject line.