



COMMUNICATIONS MANAGER

The **National Performance Network (NPN)**, a national, nonprofit arts organization based in New Orleans, LA, seeks a **Communications Manager**. The Communications Manager oversees NPN's storytelling, communications and promotion efforts. The primary duties include planning and implementing strategic, Network-wide communications that: 1) create opportunities to build and share knowledge, 2) amplify the work of Partner organizations and artists, and 3) leverage our collective voice to advocate for a more just and equitable world through the arts.

This full-time position requires excellent oral, written, and computer skills; strong attention to detail and project management timelines; and the ability to coordinate work across multiple departments. The NPN staff is a collegial, energetic team, and we offer a flexible environment, excellent benefits, and opportunities to travel.

WHO WE ARE

The National Performance Network believes artists and arts organizations are essential for creating a just and sustainable world, and we believe communities deserve broad access to art and culture that reflect their own experiences and inform the experiences of others. NPN contributes to a more just and equitable world by building and shifting power for artists; advancing racial and cultural justice; fostering relationship-building and reciprocity between individuals, institutions and communities; and working towards systems change in arts and philanthropy.

WHAT WE DO

In collaboration with more than 70 Partner organizations across the U.S., NPN seeks to provide original, risk-taking performing and visual artists with the resources needed to develop and tour new work, to ensure arts leaders have the skills and opportunities to be change-makers in the arts presenting field, and to influence cultural policy for more just and artist-centered practices. Learn more about our programs at www.npnweb.org.

POSITION DESCRIPTION

The Communications Manager works collaboratively with NPN's staff to drive the creation, management, and implementation of the organization's communication and storytelling activities. The ideal candidate will enjoy crafting communications strategies that message and integrate our many programs, execute communications activities across departments, and supervise a holistic and evolving approach to telling the stories of our organization's and constituents' impact. The Communications Manager duties include:

- Collaborate with staff to develop relevant and engaging content rooted in the voices and experiences of constituents and the communities they serve
- Participate in the selection and supervision of constituent storytellers

- Commission, edit, and publish original editorial content including blog posts, interviews, social media, video, podcasts, and other media
- Manage and execute communications efforts for the organization, including blog/website content, monthly e-newsletter, periodic e-blasts, conference promotion, social media engagement, and other communication platforms
- Update website with announcements and news in a voice consistent with NPN's mission and liaison with web developer/designer to ensure up-to-date messaging and content
- Develop and manage communications calendars and timelines
- Manage communications budget
- Participate and assist in various meetings including the annual conference, staff retreats, board meetings, etc.

QUALIFICATIONS/SKILLS

- At least 3+ years of relevant experience
- A deep commitment to social justice and equity
- Experience as a writer and editor, ideally with a focus in art, performance, and/or social justice
- Experience with website content management
- Proficiency in social media platforms
- Ability to work individually and collaboratively and manage ongoing and time-sensitive projects across departments and with different colleagues
- Experience with graphic design is a plus

DETAILS

- Reports to: Chief Operating Officer
- Full-time, salaried position
- Salary: \$50,000/year
- Benefits: 100% of individual health and dental plans, annual FSA (Flexible Spending Account), vacation, personal and sick leave, life insurance, professional development, and travel opportunities

TO APPLY

- Application deadline Nov. 7, 2019. The position is available immediately, and we expect to begin the interview process within 2-3 weeks of the application deadline.
- Please include cover letter, resume/CV, three references, and at least two writing samples (may include catchy headlines, short blurbs, long articles, blogs, grant proposals, press releases, inspirational e-blasts, etc.). Email to hr@npnweb.org (no phone calls or snail-mail submissions, please).

In alignment with NPN's dedication to creating an arts sector rooted in justice, we are committed to ensuring a space that is free of racism, transphobia, homophobia, ableism, misogyny, classism, or other bias. NPN does not discriminate on the basis of race, color, ethnicity, religion, creed, gender, gender expression, age, national origin, mental or physical disability, marital status, sexual orientation, physical characteristics, marital status or military status, in any of its activities or operations. We encourage diverse applicants to apply.