

**Job title:** Communications Manager

**FLSA status:** Exempt; Full Time

**Compensation range:** \$50,000 to \$60,000 salary based on experience, competitive health benefits and Paid Time Off

**Job reports to:** Chief Executive Officer

**Based in Tucson:** Offices located at 525 N. Bonita Avenue, Tucson, Arizona 85745. Primary onsite, some remote. Travel throughout Southern Arizona is required.

**Apply online:** <https://artsfoundtucson.submittable.com/submit/324187/2025-arts-foundation-job-application>

**Priority deadline:** Thursday, April 10, 2025, open until filled.

## TO APPLY

Interested candidates should complete the online application and attach a resume detailing relevant experience. Responses to the narrative questions are crucial for evaluating your candidacy.

The Arts Foundation for Tucson and Southern Arizona (Arts Foundation) is an equal-opportunity employer committed to creating an inclusive workplace. We encourage applicants from all backgrounds.

## JOB SUMMARY

The Communications Manager is a creative leader who collaborates to enhance local, national, and international awareness of the Arts Foundation's programs, build media relationships, and develop a communications strategy that promotes artistic expression, civic participation, and equitable economic growth while creating and implementing consistent organizational brand identity and messaging. This role is perfect for a marketing professional eager to foster a culture of belonging and embrace diverse perspectives.

## ESSENTIAL FUNCTIONS

1. **Strategy:** Effectively communicate the mission and vision of the Arts Foundation across all channels. Establish a communications strategy and manage the communications calendar. Write, edit, and distribute messaging, press releases, and program materials in collaboration with other departments.
2. **Management:** Oversee budget and all communications platforms, including the website, social media, and CRM systems. Support Public Art, Grants, Programs, and Policy initiatives across departments. Manage external contractors like web development, translation, photography, videography, graphic design, and social media. Create metrics to evaluate the impact of communication activities and prepare accessible reports.
3. **Public Relations:** Cultivate media relationships and, in partnership with the CEO, serve as the spokesperson for media outlets. Enhance media coverage for the Arts Foundation's programs.
4. **Branding:** Maintain the agency's brand identity by overseeing all collateral, digital properties, and promotional materials. Coordinate photography and videography for events and programs, occasionally providing photography services. Develop a brand style guide to ensure consistent visual identity, writing standards and voice across all communications.

## QUALIFICATIONS

This position involves regular interactions with arts and culture workers, the Arts Foundation Board, elected officials, government agencies, national partners, media, and funders. We seek an experienced professional with a mature interpersonal style, strong problem-solving skills, and a commitment to the Arts Foundation's mission of accessibility, diversity, equity, and inclusion. The candidate must be capable of performing all essential functions with or without

reasonable accommodation, which may be provided to support individuals with disabilities. This job description does not encompass all duties and responsibilities, which may change at any time, with or without notice.

## **EXPERIENCE**

1. Preferred: Equivalent to three (3) or more years of combined experience in communications, public relations, media relations, marketing, or graphic design.

## **ATTRIBUTES**

2. Develops and coordinates project plans, communicates changes and progress to the team and leadership, and ensures timely and budget-compliant project completion. Capable of managing multiple projects under tight deadlines.
3. Software Proficiency: Proficient in Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat, Canva, and Creative Cloud. Quick to learn management platforms like WordPress, Google Analytics, Meta Business Suite, Mailchimp, Salesforce, Adobe Sign, Calendly, Later, SharePoint, Submittable, Airtable, Zoom, and Dext.
4. Problem-solving: Works independently and collaboratively to identify and resolve issues promptly. Analyzes information skillfully and develops innovative solutions while maintaining confidentiality.
5. Innovation: Exhibits creativity and resourcefulness in overcoming challenges and suggests improvements.
6. Oral & Written Communication: Exceptional writing, proofreading, and editing skills, with a strong storytelling ability. Communicates clearly and persuasively, effectively presents data, and engages well in discussions. Contacts with national and local editors and journalists are a plus. Bilingual in English and Spanish preferred.
7. Design: Creates compelling visual solutions, translates concepts into images, and applies design principles with meticulous attention to detail.
8. Diversity: Demonstrates knowledge of EEO (Equal Employment Opportunity) policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment. The successful candidate is committed to listening, creating space for diverse perspectives, and pursuing inclusive and just outcomes.
9. Non-profit arts experience desirable.

## **WORK ENVIRONMENT**

The employee frequently sits while performing job duties and occasionally moves around the office for meetings and to access files. Responsibilities include operating office machinery and computers and effectively communicating information. The role also requires occasional standing, walking, and the ability to lift up to 25 pounds. Specific vision abilities needed include close, distance, color, peripheral vision, and depth perception. The employee may be exposed to outdoor weather and works in a moderate noise environment. The position may involve working in a politically sensitive setting with multiple priorities and deadlines, sometimes outside regular hours.

## **DRIVER'S LICENSE**

Must possess a valid driver's license and driving record, which is acceptable to the organization's insurance carrier.

## **ABOUT THE ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA**

The mission of the Arts Foundation for Tucson and Southern Arizona is to advance artistic expression, civic participation, and equitable economic growth of our diverse community by supporting, promoting, and advocating for arts and culture in our region.

### **VISION**

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking, accountable leadership, the Arts Foundation for Tucson and Southern Arizona works to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.

### **PURPOSE**

The Arts Foundation for Tucson and Southern Arizona is a 501(c)3 nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through direct funding, technical assistance and professional development opportunities throughout Southern Arizona and manages the public art process for the City of Tucson. The Arts Foundation provides support to individual artists, collectives, and arts organizations while advocating for the creative workforce and equitable access to the arts on local, state, and national levels.

### **COMMUNITY**

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political, and geological boundaries, including 372 miles along the US-Mexico international border in the south and along the 590-mile stretch of the Gila River, which flows west from the New Mexico border to the Colorado River. We acknowledge the land where we live and work is the traditional territory of seven tribal nations, including the Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. The Arts Foundation serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa, and Pinal.

### **FUNDING**

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. Currently, we are receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

### **HISTORY**

In 1971, a group of citizens came together to form the Tucson Council on the Arts, an organization that serves as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to The Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and is committed to supporting the arts in both the public and private sectors.