



Marketing/Exhibits Coordinator Job Description

Job Title: Marketing & Exhibits Coordinator

Job Type: Full Time

Reports To: Art Center Director

Schedule: 40 hours per week

Pay Range: Starts at \$12 per hour

Work with the Art Center Director to come up with an exhibit schedule one year in advance. Create Calls-for-Art for every upcoming exhibit and get the word out via newsletter and social media. Write press releases for upcoming events and classes and design ads for local and regional publications.

Qualifications and Skills

Education/Certification

- Background in marketing
- Knowledge in Microsoft Access and Photoshop

Knowledge/Experience Must have the ability to demonstrate and/or show competency in the following areas:

- Communicate effectively with customers and artists
- Be willing to talk with ad reps, press, and do interviews
- Ability to design ads based on publication's specs
- Ability to meet deadlines
- Schedule and conduct juries for exhibits and notify artists of the outcome
- Maintain social media sites: Facebook, Instagram, Twitter
- Work up and print documents such as applications, contracts, class booklet, etc.

To apply: We are asking for a *resume*, *cover letter*, and *three references*.

- Deliver to the Art Center in person
- Email to info@fullerlodgeartcenter.com
- Send by mail to:

Marketing & Exhibits Coordinator

Fuller Lodge Art Center

2132 Central Ave.

Los Alamos, NM 87544