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## POSITION announcement

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Communications Director  
Mississippi Arts Commission

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## BACKGROUND

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The Mississippi Arts Commission (MAC) is the state's official grant-making and service agency for the arts. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen-member board. The agency has provided grants and services to Mississippi's arts and cultural organizations and individual artists for more than 50 years.

MAC is currently seeking a Communications Director. This is a full-time, permanent position with the agency. The Director manages the agency's overall communications strategy, utilizing digital media, traditional media, and events to promote MAC grants and programming as well as celebrate Mississippi's artists and arts community.

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## COMPENSATION

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The annual salary for the position is \$66,944. Employee benefits include personal and medical leave, participation in the state employee retirement plan, and state health insurance. The agency also offers optional insurance, including dental and vision that are paid for through payroll deductions.

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## POSITION DUTIES

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The Communications Director manages the agency's overall communications strategy, utilizing digital media, traditional media, and events to promote MAC grants and programming as well as celebrate Mississippi's artists and arts community

### Public Relations Duties

- Work with the Executive Director to develop a long-term public relations strategy for the agency.
- Share arts stories and MAC news through press releases, social media posts and ads, blogs, and a monthly e-newsletter, taking photos and producing video content as needed. Monitor media coverage of MAC and the arts.
- Oversee MAC rebranding efforts; ensure agency materials conform to brand standards.
- Serve as agency media contact, responding to press inquiries in a timely manner.
- Lead outreach to, and partnerships with, print and broadcast media to generate stories about the Mississippi arts community.

- Maintain and update MAC's website.
- Produce print and digital materials as needed, including MAC's Annual Report and the Teaching and Artist Roster.
- Edit MAC letters, guides, curricula and other MAC products as needed. Assist staff with graphic design and printing as needed.
- Manage the schedule for the "Mississippi Arts Hour," MAC's weekly radio show on Mississippi Public Broadcasting, and host as desired.
- Assist MAC staff with messaging and outreach as needed, including publicizing and documenting program activities.
- Recruit and manage independent contractors and contract workers assisting with special initiatives and events.
- Manage the Communications budget

#### Event Management and Fundraising Duties

- Plan and manage Governor's Arts Awards, MAC's annual signature event to recognize outstanding contributors to the arts, working with the Governor's Office, Mississippi Public Broadcasting, MAC Board members, event producer, award recipients, and vendors.
- Organize fundraising efforts surrounding Governor's Arts Awards. Maintain donor relations.
- Manage Governor's Arts Awards budget
- Plan and organize the annual Arts Day at the Capitol advocacy event.
- Support all agency events by promoting, coordinating design and printing as well as assist in planning. Other agency events include State Arts Conference, Mississippi Whole Schools Summer Institute as well as other exhibits, convenings, and fundraising events.

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### REQUIRED EDUCATION & WORK EXPERIENCE

The Mississippi State Personnel Board requires applicants for this position have a minimum of a Bachelor's Degree and three to four years of relevant professional experience. The applicant must demonstrate that they meet this minimums in their SPB application (see "How to Apply" section).

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### DESIRED SKILLS

In addition to MSPB's requirements, MAC is seeking applicants with the following education and experience:

- A Bachelor's degree in communications, public relations, or marketing, or be able to demonstrate equivalent experience.
- Advanced writing and editing skills.
- Proficiency with social media.

- Experience with website management.
- Experience in public relations and media outreach.
- Experience with event planning.
- Proficiency with standard desktop and web-based applications, including word processing, spreadsheet, database, and others.
- Experience working in a team-based environment.
- Experience with graphic design.
- Experience with photography and video.
- Experience with fundraising and sponsorships.
- Experience with project management.
- Work experience in the arts (as an individual artist) or for an arts organization

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## HOW TO APPLY

Please send a cover letter, resume and a recent writing sample (200 to 1,000 words) to [info@arts.ms.gov](mailto:info@arts.ms.gov) no later than May 2, 2022. Applicants are also required to apply for the position through the “Mississippi Careers” section of Mississippi State Personnel Board’s website ([www.mspb.ms.gov](http://www.mspb.ms.gov)). MAC’s position will be listed as a “Public Relations Specialist III” position (based in Hinds County) in the job listings on the site. Please contact MAC if you are not able to find the listing. MAC is not allowed to interview applicants who have not submitted an application through the Personnel Board’s system.

Please note: State Personnel Board staff review all applications to make sure they meet the minimum qualifications for the position (listed on the previous page). Applicants should make sure they have included all of their education and professional work experience in their state application to make sure they are not left off of the approved applicant list.

We are an equal employment opportunity.