

BALTIMORE SCHOOL *for the* ARTS

The Baltimore School for the Arts Foundation is seeking a **Communications Manager**. This is a year-round position ranging from 20-28 hours per week depending on experience and skill-set. The candidate must have superior writing skills, a creative mindset, and a facility with social media and content management platforms. PR experience is preferable but not mandatory.

The Baltimore School for the Arts, located in the historic Mt. Vernon district of Baltimore, offers pre-professional training in vocal and instrumental music, dance, theatre and the visual arts in combination with a rigorous college-preparatory academic program to 380 students in grades nine through twelve. Students are selected through competitive auditions in the arts and study with a faculty of professional artists who live and work in the Baltimore/Washington, D.C. area. The School for the Arts is one of a small number of public arts high schools in the United States and the only institution of its kind in Maryland. 98% of the School's graduates are accepted into the nation's leading colleges, conservatories and universities. The school also has a vibrant presence in the community, offering a range of programs including TWIGS, a free after-school arts education program for 700 students in grades 2-8, free matinees, collaborations with other arts institutions in the city, and more.

Interviews for this position will commence in June. The position will begin in August 2016.

Responsibilities to include:

- In conjunction with School and Foundation Directors, help to develop and execute marketing communications strategies to further BSA's goals and initiatives and to promote the school both locally and nationally. Serve as staff for the Board's Marketing Committee.
- Help to write and/or edit all of the school's external communications and event promotions including newsletters, updates, emails, marketing materials, letters, flyers, invitations and programs.
- Manage the school's social media presence and promote the school's philosophy, mission, events, accomplishments, press, alumni, etc on Facebook and Twitter. Keep the website updated daily/weekly with fresh content including calendar, photographs and links.
- Help to disseminate and publicize news to the BSA community to maintain a favorable public image for the BSA. Communicate programs, accomplishments and/or points of view to the public.
- Manage relationships with photographers, graphic designers, and printers on publications, marketing pieces, and other materials, such as letterhead. Provide materials/ language/logos to outside partners and collaborators.
- Help to manage the website and the fundraising and other tools on the website in conjunction with Foundation Director and with web servers.

Please send letter of interest to: Carter Arnot Polakoff / cpolakoff@bsfa.org