



Arkansans For the Arts Job Listing

Position: Digital Media & Communications Specialist

Part-time contract, remote work from anywhere in Arkansas; laptop provided; hourly rate range: \$20-25 commensurate with experience. Approximately 16-20 hours p/month. Reports to Executive Director.

Primary Responsibilities and Duties

- Develop, implement and manage organization's social media, web and e-newsletter strategy
- Create, write, manage and schedule content and graphics for e-newsletter, social media and website
- Utilize latest social media best practices and technologies
- Attend weekly communications meetings and report on progress

Qualifications and Requirements

- Minimum 2 years of experience as a social media/web specialist or coordinator
- Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, Google+ and other social media applications and best practices
- Experience with content management web platforms, design and publishing software and applications (e.g. WordPress, Adobe, MailChimp, Constant Contact, etc)
- Excellent knowledge of Microsoft Office, particularly Excel and Word)
- Excellent multitasking skills; highly organized
- Creative thinker and problem-solving skills
- Team player with great interpersonal and communications skills
- Good time-management skills
- Excellent writing skills across all communications platforms (tradition print & digital)
- Passion for the arts and nonprofit work

To Apply

Please email your cover letter, résumé and three references to chair@arkansansforthearts.org with "Administrative Assistant" and your name in the subject line. Provide writing samples and all contact information including address, phone number, cell number and email. Applications open until filled.

Arkansans For The Arts (ARftA) is an Equal Opportunity Employer. It is the policy of the ARftA to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, age, disability, sexual orientation or gender (sex). ARftA seeks qualified applicants from diverse backgrounds and individuals of color are strongly encouraged to apply.

About Arkansans For The Arts

Arkansans For The Arts is the only statewide organization that provides leadership, strategy and research to advance the arts and the creative economy in Arkansas. Arkansans For The Arts advocates for increased investment in the arts and arts education throughout the state.