



## Position Description

**Title:** Communications Manager  
**Supervisor:** Executive Director  
**Workday:** Onsite; Monday-Friday; occasional evenings/weekends  
**Pay Status:** Salaried, Full-Time, Exempt  
**Salary Range:** Salary up to \$65,000 commensurate with skills

**Position Summary:** The Communications Manager is an integral part of the NMS leadership team, working collaboratively to realize NMS's mission to "deepen the human experience and build connections through the learning, practice, and presentation of the performing arts." This position oversees the NMS brand for all areas of the school, facilitates communication at the intersection of fundraising, enrollment, and community engagement, and creates and implements marketing and communications plans and projects.

### Duties and Responsibilities:

#### Strategic Planning and Messaging

- With NMS values firmly in mind, work closely with executive director and leadership team to build and implement the NMS brand and shape the external voice of the organization consistent with NMS strategic priorities;
- Work with executive director, relevant NMS staff, and consultants to develop NMS communications strategies focused primarily on marketing, development, and community engagement;
- Create and manage marketing and communications plans and budget.

#### Communications and Public Relations

- Manage all NMS communications and publicity projects in coordination with NMS relevant staff and consultants;
- Oversee, create, and produce marketing, development and program-specific print and electronic publications, including e-blasts, website, program materials, fundraising materials, Board reports and other communications;
- Supervise marketing consultants and/or interns who provide services in social media strategy, graphic design, website, and e-blasts;
- Direct design and fabrication of flyers, posters, program and fundraising materials, and oversee use of visual assets within the school campus;
- Manage and oversee public relations, media outreach and advertising, developing strong interpersonal relationships with community, news and service agencies;
- Coordinate and oversee photography and videography projects and archives.



## Position Description

(continued)

### Requirements and Qualifications:

- An understanding of the NMS mission and values, and a love of the arts;
- An appreciation of the diversity of the New Haven region and the NMS community;
- A commitment to equity and inclusion, and a desire to be part of building an anti bias anti racism culture;
- Ability to think strategically and work collaboratively and with an open mind;
- A desire to lead through compassion and service and a commitment for personal growth;
- Attention to detail and accuracy, with pride in quality of work;
- Strong communication skills;
- Proof of full Covid-19 vaccination and booster;
- Experience with marketing campaigns and brand management;
- A creative eye with a keen sense of design and layout;
- Superb writing and copy editing skills;
- At least 5 years relevant work experience;
- Proficiency with: Constant Contact, WordPress, Photoshop, Microsoft Office, Google Workplace, and social media platforms.

### **TO APPLY:**

Send a completed application ([found here](#)), your CV/resume, and a cover letter or email introduction to [jobs@nmsnewhaven.org](mailto:jobs@nmsnewhaven.org).