

Marketing and PR Associate, Part-Time

The Marketing and PR Associate will be responsible for a variety of tasks, which will vary from day to day:

- Designing and implementing email, social media, and newsletter marketing campaigns
- Website management and design
- Initiating and following up on communications by email and telephone
- Writing articles for our newsletter
- Coordinating and supervising interns
- Branding
- Membership coordination
- Data entry and filing of reports
- Calendar management

The perfect candidate will be...

- Tech savvy and a quick learner
- Skilled at multitasking
- Detail-oriented
- Compassionate, organized, and creative
- Passionate about the arts

And will...

- Get along well with people of all ages
- Have strong customer service skills
- Demonstrate strong written and verbal communication skills
- Work well both in teams and independently

Preferred Skills:

- Proficiency in Microsoft Word, Outlook, PowerPoint, and Excel
- Proficiency in Google Drive, Docs, Sheets, Slides, and Forms
- Knowledge of how to navigate social media platforms (Facebook, Linktree, Instagram, LinkedIn)
- Marketing and PR background
- Intermediate-level knowledge of Wix and Canva

Hours and work schedule:

9:00 a.m. to 2:00 p.m., and on Wednesdays from 2:30 p.m. to 5:30 p.m. In addition, some night or weekend work to support our programs and events will be required.

Apply now! Application review is currently in process. Email letter of interest identifying position desired and resume to: office@shorelinearts.org

About us:

Shoreline Arts Alliance has been Transforming Lives through the Arts since 1981. Serving twenty-four towns on the Connecticut Shoreline and in the Connecticut River Valley, Shoreline Arts Alliance raises money for arts scholarships, hosts exhibitions for both student and adult artists, and provides leadership training for students, artists, and arts institutions. Our goal is to keep the arts thriving in our communities. All of us at Shoreline Arts Alliance genuinely care about and enjoy the work that we do. We strive to be patient, kind, and understanding.

Development Associate, Part-Time

Development Associate will be responsible for a variety of tasks, which will vary from day to day, including:

- Identifying, approaching, and securing potential sponsors, donors, and granters
- Developing and maintaining relationships with donors
- Maintaining donor database
- Planning and executing fundraising campaigns and activities
- Conducting research
- Gathering information for and writing grant applications and proposals
- Accounting for and tracking donations
- Preparing budgets
- Creating and maintaining financial reports
- Writing press releases and newsletter articles
- Entering data and reports into our computer systems
- Managing our online calendar

The perfect candidate will be...

- Tech savvy and a quick Learner
- A skilled multitasker
- Able to work well with people of all ages
- Able to work well in teams and independently
- Detail-oriented
- Compassionate, organized, and creative
- Passionate about the arts

And have...

- Strong written and verbal communication skills
- Strong customer service skills

Candidates should be self-motivated and have an outgoing personality. A bachelor's degree is recommended, but not required, as are the following skills:

- Grant writing background
- Fundraising experience
- Excellent writing skills
- Excellent communication and organizational skills
- Ability to work under pressure
- Ability to manage multiple projects and deadlines simultaneously
- Ability to work well in a team environment
- Ability to work independently
- Strong analytical and mathematical skills
- Proficiency in Microsoft Office Suite (Word, Outlook, PowerPoint, and Excel)

- Proficiency in Google Drive, Docs, Sheets, Slides, and Forms
- Knowledge of how to navigate your way around social media platforms (Facebook, Instagram, LinkedIn)
- Knowledge of Wix and Canva

Hours and work schedule:

Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 1:00 p.m., in addition to some nights and weekends to support our programs and events. Additional hours depending on donor availability may be required.

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Programming Associate, Part-Time

Start date: February 21, 2023, or sooner if available

The Programming Associate will be responsible for a variety of tasks which will vary from day to day, including:

- Providing prompt, professional customer service to visitors, teachers, students, and volunteers
- Handling online, telephone, and in-person program inquiries
- Identifying, reviewing, recruiting, and serving as primary contact with jurors, mentors, and instructors for our awards programs, responding to them promptly as needed.
- Creating online and physical exhibitions, catalogs, submission forms, and marketing materials
- Bundling and distributing marketing materials to members, schools, libraries, and the community.
- Troubleshooting issues involving instructors and programs.
- Producing monthly, programmatic, and special reports to strategize, monitor trends, and achieve goals in finances, audience demographics, and DEI (Diversity, Equity, and Inclusion).
- Managing and administering special events and programs including Future Choices, Scholarship in the Arts, IMAGES, New Voices in Children's Literature, Scholarship in the Arts, internships, and mentorships.
- Assisting with administration of special events, donor cultivation, and fundraising activities.

The perfect candidate will be...

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And will have...

- Strong written and verbal communication skills
- Strong customer service skills

Candidates should be self-motivated and have an outgoing personality. A bachelor's degree is recommended, but not required, as are the following skills:

- Social media background
- Exhibition curator and/or stage manager experience

- Fundraising experience
- Excellent writing skills
- Excellent communication and organizational skills
- Excellent time management skills
- Ability to work under pressure
- Ability to handle multiple projects simultaneously
- Ability to work well in a team environment
- Ability to work independently
- Strong analytical and math skills
- Proficiency in Microsoft Office Suite (Word, Outlook, PowerPoint, and Excel)
- Proficiency in Google Drive, Docs, Sheets, Slides, and Forms
- Knowledge of how to navigate your way around social media platforms (Facebook, Instagram, LinkedIn)
- Knowledge of Wix and Canva

Requirements:

- A valid driver's license, clean driving record, and access to a personal automobile (worksites will vary throughout the region)
- Minimum visual acuity of 20/50 (or corrected to 20/50)
- Ability to remain calm in stressful and high-energy situations
- Ability to lift heavy objects
- Ability to climb ladder to install exhibitions

Hours and work schedule:

Tuesdays, Wednesdays, and Thursdays from 9 a.m. to 1:00 p.m. Some evenings and weekends will also be required to gallery sit and to manage and support our programs and events; this may be used as comp time. The majority of the work is during the academic calendar year; reduced hours in the summer may be possible. Candidates who wish to work just for the academic year may be considered for this position.

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