

# MFA *The Museum of Fine Arts, Houston*

## **Position Available**

Title:	Marketing and Communications Coordinator
Reports To:	Head of Marketing and Communications
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Montrose Building, a non-smoking facility

### **Responsibilities:**

- Manages department production schedule and calendars for all marketing and press initiatives and materials
- Fields and, as appropriate, handles front-line queries from media
- Manages media at press and social events, including outside of museum hours
- Traffics requests and oversees filming and photography shoots for MFAH and its affiliates
- Manages logistics for all press-related events and follow-through
- Compiles weekly clips reports for MFAH Staff and Trustees
- Organizes and maintains press clippings digitally and physically for archiving
- Maintains publicity summary reports
- Prepares weekly listings email sent to media and updates community event calendars
- Tracks and maintains departmental budgets
- Completes purchase-order forms
- Ensures timely payment of advertising invoices
- Primary liaison with external printers, other vendors to obtain bids, submit art files and coordinate delivery of materials
- Books and oversees distribution of collateral materials
- Liaises with all departments in the Museum on behalf of M&C
- Conducts research to support marketing and media plans
- Orders office supplies and marketing/PR materials as needed
- Manages distribution and archiving of department files, including press clippings, contracts, purchase order/invoices, supervising a volunteer as needed
- Prepares departmental presentations, such as those presented to the Board of Trustees
- Oversees intern(s) day-to-day duties and schedules

### **Skills, Knowledge and Abilities:**

- Strong interpersonal and communications skills
- Ability to meet demanding deadlines, manage multiple projects at once, interact with a broad variety of internal departments and external entities, manage and traffic multiple priorities
- Awareness and knowledge of basic art and art-historical terms

*The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.*

# *MFA **H** The Museum of Fine Arts, Houston*

## **Education and Experience:**

- Bachelor's Degree, preferably in English, Art History, Journalism, Marketing, Communications or related fields
- 1–3 years' related work experience, including in the fields of Communications, Marketing, Journalism

## **How to Apply:**

Send resume to Human Resources, Job-18-043MKT, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org). Also, please submit a Cover Letter and 2-3 writing samples attached with your resume.