

The Alabama State Council on the Arts seeks a Communications and Public Relations Specialist



The Alabama State Council on the Arts is a state agency based in Montgomery, serving all of Alabama. The mission of the Alabama State Council on the Arts is to enhance the quality of life and economic vitality for all Alabamians by providing support for the state's diverse and rich artistic resources. The Council was established in 1967 and employs seventeen professional staff members. ASCA operates with an annual state legislative appropriation of over \$5,000,000 plus \$800,000+ in federal funds provided by the National Endowment for the Arts. Over 330 grants to 200+ organizations, schools and individual artists are awarded and administered annually. The Council also produces numerous annual projects and special events and promotes all arts disciplines and arts education statewide.

The Communications and Public Relations Specialist, under the direction of the Deputy Director, is responsible for all external agency communications including press releases, social media, website, annual reports, targeted and mass e-mail communications, and newsletters. This position is responsible for coordinating the design and production of agency publications including the annual report, grant guidelines, special event publications, and brochures and agency marketing materials for print and digital distribution. A successful candidate will be a highly detail-oriented, proactive team player who is interested in promoting the arts and open to both collaborative and self-directed work. Complex communications, design, website, and/or publication project management experience is desirable. This position is based in Montgomery, requires occasional travel, and is full-time with benefits.

Two years of professional experience is required to qualify for employment through the State Personnel Department*. Applicants will be required to apply for position 11042 (Public Information Specialist) and be certified to the employment register in order to be considered for an interview.

Minimum Requirements

- Bachelor's degree from an accredited four-year college or university in Journalism, Public Relations, Communications, English, or a closely related field.
- Professional experience in the field of public relations, public information, communications, print journalism, broadcast journalism, or related media promotion/information experience.

*A Master's degree from an accredited college or university in one of the above fields may substitute for one year of experience.

For more information about the agency, visit:

www.arts.alabama.gov

Interested? Submit a resume and cover letter no

later than September 25, 2020 at 5:00pm to

andrea.crowley@arts.alabama.gov

Questions? Contact ASCA Deputy Director:

andrew.henley@arts.alabama.gov

334-242-5137

