Position Announcement

Position: Communications Manager
Department: Communications
Status: Full-Time Exempt Staff
Start date: Mid March 2016

General Description: The communications manager is responsible to the director of communications and handles a variety of communications activities on behalf of the college.

Primary Duties and Responsibilities: Included but not limited to:

- Manage all media relations and public relations activities for the college. This includes proposing stories to the media, securing media coverage for events, writing press releases and media advisories, managing the media list, and responding to media inquiries.
- Write and edit collateral materials for the college.
- Write and edit materials for the President of the college, including the President’s Report and news announcements.
- Write and manage the college’s monthly e-newsletter. This includes developing story ideas and working with staff, faculty, alumni and current students to gather information.
- Manage external and internal e-mail communications.
- Manage digital content, including writing and updating website content, social media posts, SEO and tagging.

Requirements for the Position:

- Strong writing, editing and proofreading skills.
- Demonstrated good news judgment.
- Knowledge of public relations, AP style and publication procedures.

Education and Experience Requirements:

- Bachelor’s degree, preferably in public relations, journalism, English or a related field.
- Previous experience in public relations preferred.
- Strong knowledge and understanding of current trends in digital/social media.
- Two to Four years of related work experience preferred.

About KCAl: Kansas City Art Institute is a four-year, independent and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Mo. The college enrolls more than 645 undergraduate students drawn regionally, nationally and internationally while CPS generates over 3000 community outreach and corporate enrollments each year.

Application deadlines and procedures: Open until filled, however, applications received during the finalist stage of the search are not guaranteed consideration. Employment is contingent on a satisfactory criminal and sexual offender registry background check.

Apply by e-mail to: jobs+commgr2016@kcai.edu

Attach to the e-mail in PDF format only:

- Cover Letter
- Resumé
- List of three professional references we may contact
- Salary Expectation
- The following two items: (1) a mock news release, written as if to announce your hiring as the communications manager at KCAl, and (2) at least one other writing sample of your own work. Optional: An example of a graphic design piece for which you can take major credit. Applications without a mock news release and one additional writing sample will not be considered.

Complete applications will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: hr@kcai.edu

Kansas City Art Institute is an Equal Opportunity Employer

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