

## POSITION ANNOUNCEMENT

### Communications Specialist Full-Time

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for the full-time position of Communications Specialist. KCAI offers an exceptional benefits vacation and holiday package for full-time staff including 100% employer paid insurance and a 5% retirement match for eligible participants.

This Communications Specialist position is tasked with providing support and coordination to the Communications department. Reporting to the director of communications and public relations, the specialist will assist with a wide range of communication functions, including assistance with day-to-day operations within the department.

Qualified applicants must have:

- Graphic design skills; advertisements, printed collateral materials, website graphics and postings, e-newsletter design, social media postings, internal communications, and other design projects.
- This position requires excellent photography skills, attention to detail, strong organizational skills, proofreading knowledge, creative writing skills, general office knowledge, ability to manage vendor relationships, results orientation and the ability to focus and meet deadlines in a fast-paced, creative environment.

Required/Preferred Experience:

- Graphic design experience is preferred, including experience with Photoshop and the Adobe creative suite.
- A bachelor's degree is required, preferably in graphic design, or a related field.
- One to three years of related work experience is preferred.

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit [www.kcai.edu](http://www.kcai.edu).

Applications deadline and procedures:

This position is considered "open" until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

**Apply by email to: [jobs+commspec2017@kcai.edu](mailto:jobs+commspec2017@kcai.edu)**

Attach to the email in PDF format only:

Cover letter

Resume

Salary Expectation and Salary History

List of 3 professional references we may contact

Applicants also must submit at least three separate design samples of their work; applications without samples will not be considered.

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute's Human Resource Administrator at [hr@kcai.edu](mailto:hr@kcai.edu).

**KCAI is an Equal Opportunity Employer:** Minorities/Females/Disabled/Vets