

Overall Job Objective: As a member of the Museum’s Communications Department, the Communications Coordinator will work in conjunction with various departments to ensure consistent delivery of the Chrysler Museum’s communication strategies. Projects include: press releases, advertising, magazines, educational materials, calendars, and exhibition collateral. This job function includes traffic control, content development, and administrative duties.

- Coordinate communications projects from start to finish; track various projects and budgets in our project management tool and communicate updates regularly
- Manage advertising/editorial calendars to meet obligations and deadlines
- Receive communications project requests and report them to the Communications team at weekly meetings; assist in organizing project priorities and workflow
- Coordinate workflow of regularly scheduled print products such as our magazine, monthly mailer, and class schedules and organize printing, postage, and processing
- Ensure project content, imagery, and graphics meet project goals
- Coordinate use of graphic artists, photographers, writers, printers and other vendors
- Work with the Digital Engagement Manager to ensure website updates and event calendars are updated; collaborate with outside web contractor as needed
- Assist in content development with Content Manager; aid in building content library
- Support special projects such as audio tours, app, and website development
- Assist in content updates and conversions with Digital Engagement Manager and Content Manager during website revamp
- Fulfill requests for delivery of press releases, imagery, copy, and captions
- Catalogue imagery for collections, exhibitions, PR, and events in Portfolio
- Create exhibition photo caption sheets with proper credits for publicity use
- Maintain inventory of stocked visitor guides, rack cards, educational materials, etc.
- Create all departmental purchase orders and track departmental invoices
- Attend community and industry events as needed and report highlights
- Other duties as assigned

EXPERIENCE & REQUIREMENTS

- Three to four years of progressive experience in Communications and minimum two years of experience coordinating print and digital projects
- BA or BS degree in Marketing or related field preferred
- Proficient in Microsoft Word and PowerPoint. General knowledge of Microsoft Excel.
- Preferred experience working in a project management tool such as Trello.
- Extreme attention to detail, strong multi-tasking skills, and tight deadlines
- Working knowledge of a CMS such as WordPress, Drupal, or Umbraco
- Experience writing and delivering content to different audiences
- Strong problem-solving skills matched by the ability to take initiative
- Adobe InCopy, Photoshop, Illustrator, and InDesign skills preferred
- HTML and email marketing experience a plus