

Content Manager

Overall Job Objective: As a member of the Museum's Communications Department, work across departments to develop compelling content and ensure efficient delivery of the Chrysler Museum's publications and overall mission.

- Responsible for acquiring, proofing, editing, and developing fresh and engaging content
- Write articles, outlines, captioning, long-form narratives, blog posts, and other forms of content to build a healthy content library; projects will also be assigned
- Strategize with internal clients to create content for: exhibitions, advertising, print collateral, articles, blog posts, invitations, press releases, exhibition catalogues, monographs, didactic content, marketing materials, education and development resources, and digital content
- Acquire respective imagery for each project and ensure proper captioning and crediting
- Collaborate with department managers, Communication Coordinator, PR liaison, in-house and freelance graphic designers, and photographers to meet project requirements; set editorial priorities and schedules
- Collaborate with content contributors as an editorial expert to create content that advances communications goals and initiatives; act as a mentor to help our team continuously improve and enhance their writing skills by offering insight, assistance, and explanation for revisions
- Aid in the development of a content library in order to generate continual engagement with our visitors and members.
- Responsible for developing the outline for the Member's Magazine, writing content, and the production of the publication (alongside the Communications Coordinator)
- Ensure messaging on all advertising and collateral meets brand standards and style guidelines, reflects the Museum's voice and tone, and the Museum's objectives
- Proofread labels and exhibition copy; ensure style standards are achieved
- Other duties as assigned

Requirements

- Three writing samples or a portfolio to be submitted with application
- Minimum four to five years of editing experience, with preferred focus in the arts
- BA in English or Communications preferred
- Ability to adopt the style, tone, and voice of the Museum's various types of content; will develop a deep understanding of the Museum's mission and industry standards
- Sound understanding of how to communicate to different audiences; ability to iterate and mold a single idea into a variety of narrative threads
- Refined attention to detail, organizational skills, and an eye for consistency
- Ability to multitask in a fast-paced and high volume production workplace
- Able to quickly adapt to changing requirements, deadlines, and processes
- Strong and sophisticated written and verbal communication skills
- Proficiency in Microsoft Office Suite
- Experience in programs like Adobe CS4 and Project Management like Trello preferred
- Project and Process Management experience a plus