

New Urban Arts Communications Associate VISTA

Organization: New Urban Arts

Site Street and Address: 705 Westminster St, Providence RI 02903

Phone: 401-751-4556

Email: info@newurbanarts.org

Website: newurbanarts.org

Reporting to: Daniel Schleifer, Executive Director

New Urban Arts seeks an associate with a strong interest in youth development, arts education, and innovative pedagogy to assist with communications, writing and content creation, and database administration.

Program and Position Overview

New Urban Arts is a nationally recognized community-based art studio and gallery for high school students and emerging artists. Since 1997, we have served more than 3,000 Providence teens and 175 artists. Each year, our public programs reach over 3,000 visitors and participants. Our mission is to build a vital community that empowers young people as artists and leaders to develop a creative practice they can sustain throughout their lives.

New Urban Arts seeks a self-directed and highly motivated associate with strong written and verbal communication skills to assist New Urban Arts in developing and implementing a comprehensive communications plan. Associate will report directly to the Executive Director and will work in close collaboration with New Urban Arts' Director of Development, broader community, staff, volunteers, youth participants, and board of directors. New Urban Arts is a collaborative work environment, and all staff should expect to support each other's work and participate in high level conversations about New Urban Arts' mission, vision, values, and pedagogy, as well as trends in youth development and arts education.

VISTA Responsibilities

- Work with executive level staff to develop and implement a comprehensive communications plan for development, programs, public events, and general news.
- Manage New Urban Arts' web, email and print presence, including content creation for website and social media, creation of monthly e-newsletter, annual physical newsletter and other print publications, and cataloguing photos and press coverage.

- Coordinate and implement public relation strategies, distribution of press releases, and event listings.

Qualifications: Computer savvy, communications know-how, strong writing and editing skills, knowledge of communications best practices, team-oriented, CRM database experience, familiarity with Microsoft Office Suite, social media, graphic design skills a plus, Spanish a plus

Start Date: July 30 (VISTA Pre-Service Orientation in Philadelphia)

To Apply: Please submit cover letter, resume, and (2) writing samples to info@newurbanarts.org. Any selected candidate will be required to submit an application (including two completed references) to myAmeriCorps and be accepted for service by VISTA.