

Position Available

Position: **Development and Communications Assistant**
 Full-time, 40 hours/wk, Monday-Friday, frequent evening and weekend hours
 Full Health and Vacation Benefits (Approx. \$6,000 value)
 Salary commensurate with experience (\$29,000- \$33,000 starting range)

SOUTHERN EXPOSURE (SoEx) is celebrating its 36th year of serving the Bay Area visual arts community and presenting diverse, risk-taking, innovative contemporary art and related programs including exhibitions, public art projects, arts education programs and grants. Southern Exposure is a forum and resource center for artists and the public. All programs are geared toward facilitating a challenging and energetic environment for debate on contemporary art and culture. Southern Exposure's programming is recognized for its strength and diversity, creating an open and supportive environment for both artists and audiences.

The artistic vision of SoEx is multi-faceted. Annually, SoEx works with over five hundred artists through its various programs, 150 young artists, up to 18 teaching artists and multiple schools and community-based organizations through its Artists in Education program. SoEx provides emerging artists with opportunities to develop and present new work, to gain exposure and recognition, to reach new audiences and to work in formats and contexts that extend and challenge their professional development. Involvement in SoEx's programs is a pivotal step in many artists' careers. SoEx is dedicated to giving artists, whether they are exhibiting, curating or teaching, an opportunity to realize projects they could not otherwise achieve.

The Development and Communications Assistant position offers an excellent opportunity for anyone interested in working in a creative and dynamic non-profit visual arts/arts administration environment.

Position Description: The Development & Communications Assistant (D&CA) manages the day to day administration of SoEx's communications including SoEx's press database, event and calendar listings, SoEx's weekly email newsletter distribution, press releases, press archives, and the implementation of SoEx's annual communications plan. The D&CA also provides support with fundraising including SoEx's membership program, database maintenance, donor correspondence, occasional grant support, and assistance with all SoEx fundraising events. The D&CA also participates in the creation of the annual communications and development plans and budgets. The D&CA provides general administrative support as needed, manages interns, supports SoEx's ongoing archive project, maintains SoEx's office supplies, provides support at SoEx's program events, and serves as an important member of the SoEx team.

Communications Responsibilities:

**Press Communications:* Gather information from program staff for press releases and develop press release drafts, coordinate program and organizational marketing and information materials, and create and update press kits. Manage distribution of press releases and calendar listings and manage online event postings. Maintain press review archive, digitize media history and maintain system for archiving press information online and in press binders.

**Press Database:* Maintain and expand SoEx's press list for accuracy and currency and help migrate data into newly developed filemaker press database.

**Promotional Materials:* Ensure timely creation and distribution of SoEx weekly email announcements with adherence to SoEx style guide; organize distribution of SoEx's promotional materials to other venues; create in-house postcards and event flyers and invitations.

**Outreach/Community Relations:* Manage outreach for cross-programmed events with other organizations, help with community outreach to develop new audiences for SoEx, and serve on the SoEx Visibility Committee.

**Website:* Manage and update portions of SoEx's website. Support and help with the rebuilding of SoEx's website to be launched in 2011.

**Intern Support:* Manage the communications intern and develop intern relevant projects.

Development Responsibilities:

**Annual Fund/Membership:* Assist Associate Director in processing memberships, database entry, creating correspondence and acknowledgements for members, produce renewal mailings, and providing general administrative support. Assist with membership events.

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Position Description, continued:

**Fundraising Events:* Assist with the Annual Art Auction Fundraising event, the Annual Monster Drawing Rally and other fundraising events as needed. Support the SoEx staff in seeking sponsorship and donations from businesses, supporters, and artists, and serve on planning committees. Provide administrative support and work at fundraising events.

Archive:

*Oversee the ongoing effort to organize and digitize SoEx's 36-year program history with the goal of publishing SoEx's program history online in 2011.

*Provide support to maintain SoEx's physical archive housed at the 20th Street space.

*Hire and manage SoEx's archive interns and ensure they are working towards stated archive project goals.

Advocacy and Support:

*Serve as an advocate of Southern Exposure's mission and act as a spokesperson to the public and media. The Development and Communications Assistant will enhance the reputation, role and recognition of Southern Exposure in the broader community, build and enhance relationships with members, donors and business sponsors by attending and organizing events.

*Assist in day-to-day operations of the organization and all related programs.

The **Development and Communications Assistant** reports to the Executive Director and the Associate Director and works with all members of the Southern Exposure staff.

Qualifications: Applicants must possess Bachelor's Degree plus a minimum two to three years proven skills in general administration as well as in communications/marketing and/or development. Position requires strong organizational, communication, writing, and computer skills. Artistic background and contemporary art experience preferred. Applicant must be able to show personal initiative as well as be able to work collaboratively as a member of a team. Must enjoy working in an informal, creative and fast-paced environment. Knowledge of Filemaker Pro, Microsoft Office, and Adobe Creative Suite. The Development and Communications Assistant will support the mission of Southern Exposure and maintain its diversity of experiences, cultures, professions, ages, genders and ideas.

To Apply: Send cover letter, resume, short writing sample, and names and phone numbers of three references to: Development and Communications Assistant Search, Southern Exposure, 3030 20th Street, San Francisco, CA 94110. Please do not submit applications electronically.

Opening date: August 9, 2010

Deadline to submit application: September 7, 2010 (applications must be received in the SoEx office by 6pm on this date. This is not a postmark deadline.)

Projected start date: October 4, 2010

Southern Exposure is an equal opportunity employer committed to diversity. Persons of color are strongly encouraged to apply.