



## **The Works: Ohio Center for History, Art & Technology is seeking a Marketing & Communications Manager**

*The Works enriches people's lives by providing interactive opportunities that inspire creativity and learning.*

### **Marketing & Communications Manager Position Description**

The Marketing & Communications Manager is responsible for the planning, development and implementation of all of The Works' marketing strategies, marketing communications and public relations activities both external and internal. This position also develops and produces support materials and services for all of the museum business centers including; rack cards, brochures, invitations, annual report, newsletter, digital collateral, advertising, and e-blasts.

It is a full time salaried position with some evening or weekend hours required to support special events at The Works.

### **Qualifications & Essential Skills**

- 5 years in a Strategic Marketing Manager role
- B.A. Marketing, Advertising
- MS Office Suite
- Adobe Suite, Photoshop, Illustrator, InDesign
- Graphic Design & Production Experience
- Web Site Maintenance & Social Media Management
- Budget Management & Media Buying
- Photography

### **Essential Competencies**

- Technical Capacity
- Personal Effectiveness/Credibility
- Negotiation Skills
- Accuracy
- Collaboration Skills
- Communication Proficiency
- Flexibility

The Works is an equal opportunity employer.

**Submit resume, three references and three work samples (press release, blog entry, graphic layout or logo design) to Janice LoRaso, Assistant Director/HR Director, The Works, 55 S. 1<sup>st</sup> Street, Newark, Ohio 43055, or [janiceloraso@attheworks.org](mailto:janiceloraso@attheworks.org). No phone inquiries please.**