



Job Description

Position: Marketing and Communications Coordinator

VBAC Mission:

The Virginia Beach Art Center offers an educational and supportive environment to inspire people of all ages and skill levels to experience, engage with and create art.

Purpose and Programs:

Virginia Beach Art Center brings visual art, local artists and the community together to experience the richness that artistic expression brings to the human condition. Our main program areas are Exhibitions, Art and Pottery Classes, Educational Programming and Community Outreach. We also house an independent artists' cooperative, The Artists Gallery.

Description and Duties:

The Marketing and Communications Coordinator will be energetic, creative, and detail-oriented to ensure various marketing efforts are completed in full. This position is responsible for online, print and in-person marketing efforts for all aspects of the Art Center, including exhibitions, classes, and outreach. He or she must be a servant leader, have a passion for community arts, and have the drive to achieve meaningful results.

The Marketing and Communications Coordinator reports to the Executive Director. He or she is expected to represent the Virginia Beach Art Center in the community, participate in events which increase awareness of VB Art Center as needed, help expand community outreach, and performs duties which foster the development of the arts in Virginia Beach and the Tidewater region.

Regular Tasks Will Include:

- Create and manage annual marketing plans
- Daily social media management
- Print Ads management (posters, brochures, class lists, ads etc.)
- Website Management
- Communications to external constituents via emails, letters, social media, web, newsletter
- Community Outreach

Complete ease with technology is required.

Please note, VB Art Center occupies a space in the ViBe Creative District of Virginia Beach. We have an open spaces concept with no private office or dedicated private conference room. The "office space" is shared. This is a part-time position (15 hours per week). The hourly pay is \$15/hour.