



Title: Manager of Communications

Posted: March 11, 2021

Reports to: Executive Director and Chief Curator

General summary:

The Manager of Communications is responsible for executing communications activity for the Renaissance Society, both externally and internally. This individual plays a key role in public relations, audience engagement, and marketing initiatives, ranging from print to social media.

They work closely with colleagues and stakeholders to ensure that the Renaissance Society is represented in an accurate and compelling manner, and seeks out new channels for raising awareness of and engagement with the institution. This is a highly collaborative role, supporting communications needs across exhibitions, public programs, publishing, operations, and development. This is a part-time position with flexibility and opportunity for growth, well-suited to complement other professional, educational, and/or artistic activities.

Essential functions:

- Working in tandem with Ren staff, executes a comprehensive communication plan across multiple media channels and on social media; establishes measures of success consistent with the **organization's mission**
- **Amplifies the Renaissance Society's activity through drafting, editing,** and producing thoughtful content across print and digital formats, including program booklets, posters, website, and social media
- In collaboration with staff, manages audience engagement and visitor experience efforts, including the production of interpretive materials, co-managing Student Committee and Student Membership programs, training gallery attendants, and overseeing ticketing and signage
- In collaboration with an external counsel, coordinates press coverage **for the museum's program and institutional announcements by** distributing engaging press releases and media alerts; monitors media coverage and maintains press archive

THE RENAISSANCE SOCIETY

at the University of Chicago
5811 South Ellis Avenue
Cobb Hall, 4th Floor
Chicago, Illinois 60637

773 702 8670
info@renaissancesociety.org
renaissancesociety.org



- Maintains internal calendars and circulates information among staff and board members as required
- Represents the Renaissance Society to external partners and networks
- Manages departmental budget and negotiates relationships with vendors, including graphic designers, photographers, printers, and distribution services
- Working closely with colleagues, cultivate relationships and build community in Chicago, with a priority for meaningful experiences and greater access

Qualifications:

- BA degree; MA preferred
- Three or more years of professional experience in an equivalent or related position required; experience working in a museum or nonprofit organization a plus but not required
- Interest in contemporary art and culture required
- Excellent writing and editing, organizational, and problem-solving skills, with attention to detail and high degree of accuracy
- Proactive and creative thinker who is able to work independently, managing a diverse workload, reliably meeting deadlines, and performing well under pressure
- Ability to communicate clearly and persuasively with staff and board; and with external constituents, including patrons, vendors, and audience members
- Thrives working collaboratively and flexibly within a small team, including the capacity to work evening and weekend events
- Can handle confidential information with sensitivity and discretion

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- Knowledge of Microsoft Office and Adobe Creative Suite programs required
- Experience using web-based technologies, including content management systems, email marketing, Google Analytics; basic graphic design skills preferred
- Demonstrated proficiency and success with social media across channels to build and engage audiences

To apply:

Submit a cover letter and resume or curriculum vitae to Jessica Cochran, cochranj@uchicago.edu

Application deadline: April 15, 2021

Salary:

This 60% position comes with medical, dental, and 403b benefits. The salary range, for 24 hours per week, is \$30,000 - \$35,000 commensurate with experience.

About the Renaissance Society

The Renaissance Society at the University of Chicago presents contemporary art exhibitions, events and publications. Founded in 1915 by a group of faculty members, we are an independent, non-collecting museum that combines a flexible, experimental ethos with focused, rigorous inquiry. We aim to create the best possible conditions for art and artists, and the commitment to supporting ambitious artistic expression frequently takes the form of newly commissioned exhibitions. Regular events include artist talks, lectures, concerts and readings, which present opportunities for further discovery and discussion, while publications offer critical reflection on and documentation of the exhibitions.

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