

**CHARLOTTE STREET FOUNDATION IS SEEKING QUALIFIED, MOTIVATED, CREATIVE, DETAIL-ORIENTED, RESPONSIBLE APPLICANTS FOR THE PART-TIME POSITION OF:**

**MARKETING, COMMUNICATIONS & DIGITAL ASSETS COORDINATOR**

**Description:** Charlotte Street Foundation (CSF) is a dynamic, nationally leading non-profit arts organization that supports and recognizes outstanding artists in Greater Kansas City; presents, promotes, enhances and encourages the visual, performing and interdisciplinary arts; and fosters economic development in the urban core of Kansas City, MO. Through a range of initiatives and partnership programs, CSF cultivates an environment in Kansas City where artists and art thrive.

Charlotte Street Foundation is currently seeking a qualified, motivated, creative, detail-oriented, responsible applicant for the part-time position of Marketing, Communications and Digital Assets Coordinator.

**Responsibilities:** CSF's Marketing, Communications, & Digital Assets Coordinator will be responsible for implementing Charlotte Street Foundation's marketing efforts (both print and web-based), coordinating its artist application processes, and managing its media and photo/video documentation archive.

Responsibilities include:

- the design and production of exhibition cards, posters, signage, gallery handouts, and other printed materials;
- the production and distribution of press releases and html e-mail newsletters;
- the maintenance and continued development of Charlotte Street's online presence, including its website (Wordpress) and social networking sites;
- the ongoing development and maintenance of Charlotte Street's press archive and digital documentation archive, including its Flickr, YouTube, and Vimeo accounts;
- management of Charlotte Street's artist application processes (including applications for its Awards to Visual and Generative Performing Artists; Urban Culture Project exhibitions, performances, and Studio Residency Program; Rocket Grants; Art through Architecture program; and Artist, Inc.) including processing applications and digital photo and video work samples, maintaining database of submissions, and providing technical support to applicants.
- serving as a liaison to external marketing consultants in order to implement new Charlotte Street Foundation marketing efforts.

**Qualifications:**

- BA, BS or BFA strongly preferred. Previous non-profit marketing and communications experience desirable.
- Strong design, written and oral communication skills
- Organized, detail oriented, efficient
- Ability to multi-task, problem solve, and manage a range of responsibilities
- Ability to meet deadlines, prioritize, and shift gears as needed
- Ability to work independently and as part of a close-knit team

- Extensive knowledge of MS Office and Adobe Creative Suite 3 required. Dreamweaver, Wordpress, InDesign, Filemaker Pro, and video editing skills are desired.

**Hours:** Approximately 20 hrs/week; flexible but deadline-driven

**Deadline:** May 7, 2010

**To apply:** Interested individuals should submit a letter of intent describing qualifications and interest in this position, and a professional resume. Please email to [Kathy@charlottestreet.org](mailto:Kathy@charlottestreet.org) or mail to Charlotte Street Foundation, PO Box 10263, Kansas City, MO 64171. NO CALLS PLEASE.

**Compensation:** Salary will be commensurate with qualifications.

**Benefits:** n/a

**Website:** [www.charlottestreet.org](http://www.charlottestreet.org)

**Job location:** Downtown Kansas City, MO 64108