



## **Exciting Communications Opportunity at the Springfield Regional Arts Council**

### About Us

At the Springfield Regional Arts Council, we're a community hub where creativity and collaboration flourish. If you're passionate about connecting with communities and sharing creative stories, we invite you to join our dynamic team as the Communications Coordinator. Your contributions will be vital in creating an environment that celebrates artistic expression and promotes meaningful connections.

### Why Join Us?

- Elevate your career with a pivotal role in a vibrant artistic community.
- Build lasting relationships and inspire creativity through your contributions.
- Embrace ongoing learning and growth opportunities within our dynamic environment.
- Serve as an important member of our organizational team, by developing effective promotional strategies and creative stories with pride.

### Want to apply?

Send a cover letter and a resume to Leslie Forrester, Executive Director via email:

[leslief@springfieldarts.org](mailto:leslief@springfieldarts.org).

**First consideration of submissions will begin January 23, 2026.**



JOB TITLE: Communications Coordinator

DATE: December 2025

REPORTS TO: Director of Programs

STATUS: Part-Time

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## **PRIMARY PURPOSE OF JOB**

This position supports the Springfield Regional Arts Council's public communications by managing social media publishing, newsletters, website updates, and digital asset organization ensuring timely and consistent communication.

## **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

- Schedule and publish content across the SRAC's social media platforms based on the content calendar.
- Write captions aligned with approved messaging and tone.
- Monitor comments and direct messages to make responses or pass along to appropriate staff.
- Format and distribute email newsletters each month.
- Update and maintain website content at least weekly.
- Organize and manage photo, video, and design assets for easy retrieval by staff.
- Support communications needs during all major events.
- Assist with light office management work like answering the phone, greeting guests at The Creamery Arts Center, and other tasks.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of social media platforms, content scheduling, and engagement best practices.
- Ability to capture brand voice, messaging, and tone for public communications.
- Familiarity with or curiosity to learn email marketing tools and basic website content management systems (CMS).
- Strong organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to quickly learn the website platform for consistent content updates.
- Ability to follow a content calendar and meet regular deadlines.
- Ability to monitor and respond to online engagement appropriately.
- Ability to support communications needs during events and high-activity periods.
- Ability to work independently while coordinating with other staff.

## **EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- Experience in communications, marketing, or related field.

- Strong writing and organizational skills.
- At least one year of experience with social media and email marketing tools.
- Proficiency with standard office skills including phone etiquette, using Microsoft Office Suite tools, and people skills.

## PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see well enough to read documents, see computer screen, set up for events, and review marketing materials.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with others.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area and at educational/community events.			X	
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick items up off the floor.		X		
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 lbs. with or without reasonable assistance.		X		
<b>Grasping/Feeling:</b> Must be able to type and use tools, equipment, electronic devices and handle program materials.				X

## Working Conditions

Normal working conditions in an office environment absent extreme factors. May be required to work evenings and weekends as required.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

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Date