

Contract Position Available

Position: **Development and Communications Assistant**
Part-Time, Contract Position
 24hours/wk, occasional evening hours
 Rate commensurate with experience (\$15-\$20 per hour/range)

SOUTHERN EXPOSURE (SoEx) is celebrating its 34th year of serving the Bay Area arts community presenting diverse risk-taking innovative contemporary art and related programs including exhibitions, public art projects, arts education programs and grants. Southern Exposure is a forum and resource center for artists and the public. All programs are geared toward facilitating a challenging and energetic environment for debate on contemporary art and culture. Southern Exposure's programming is recognized for its strength and diversity, creating an open and supportive environment for both artists and audiences.

The artistic vision of SoEx is multi-faceted. Annually, SoEx works with over five hundred artists through its various programs, 200 young artists, up to 18 teaching artists and eight schools and community-based organizations through its Artists in Education program. Artwork is presented for its merit --its ability to question, challenge and explore cultural assumptions-- regardless of its commercial viability. SoEx provides emerging artists with opportunities to exhibit their work, to gain exposure and recognition, to reach new audiences and to work in formats and contexts that extend and challenge their professional development. Involvement in SoEx's programs is a pivotal step in many artists' careers. SoEx is dedicated to giving artists, whether they are exhibiting, curating or teaching, an opportunity to realize projects they could not otherwise achieve.

The Development and Communications Assistant position offers an excellent opportunity for anyone interested in working in a creative and dynamic non-profit arts/arts administration environment at an organization entering into a period of exciting growth and change. The position has potential to become a full-time salaried position in 2009.

Position Description: The Development & Communications Assistant manages SoEx's day to day communications efforts including SoEx's press database, press archives, promotional materials, helping to draft press releases, maintaining portions of SoEx's website, event and calendar listings, and the implementation of SoEx's communications plan. The position also provides support with fundraising including SoEx's membership program, database maintenance, donor correspondence and assistance with fundraising events. The Development & Communications Assistant will also participate in the creation of the annual communications and development plans and budgets.

Communications Responsibilities:

Press Database:

Convert SoEx press list into a Filemaker database and maintain and expand SoEx's press list for accuracy and currency. Work with SoEx's communications consultant to ensure press list is up to date.

Press Communications:

Gather information for press releases, coordinate program and organizational marketing and information materials and create and update press kits. Manage distribution of press releases and calendar listings. Maintain press review archive, digitize media history and maintain system for preserving and archiving press information online and in press binders.

Promotional Materials:

Manage and update portions of SoEx's website; ensure timely creation and distribution of SoEx weekly email announcements with adherence to SoEx graphic identity; organize distribution of SoEx's promotional materials to other venues; create in-house postcards and event flyers, programs for events and call for entries forms.

Outreach/Community Relations:

Manage outreach for cross-programmed events with other organizations, help with community outreach to develop new audiences for SoEx, and serve on SoEx Visibility Committee.

Position Description, continued:

Development Responsibilities:

SoEx Comprehensive Campaign: Work with Executive Director, Associate Director, Board of Directors, and SoEx Campaign Council on SoEx's comprehensive fundraising campaign. Provide administrative support for campaign, maintain and update database records, track donations, help to produce mailings and solicitations, and produce acknowledgements and related mailings.

Annual Fund/Membership: Assist Associate Director in processing memberships, database entry, creating correspondence and acknowledgements for members, produce renewal mailings, and providing general administrative support. Assist with membership events.

Fundraising Events: Assist with the Annual Art Auction/Spring Fundraising event, the Annual Monster Drawing Rally and other fundraising events as needed. Support the SoEx staff in seeking sponsorship and donations from businesses, supporters, and artists, and serve on planning committees. Provide administrative support and work at fundraising events.

Visible Advocacy:

-Serve as an advocate of Southern Exposure's mission and act as a spokesperson to the public and media. The Development and Communications Assistant will enhance the reputation, role and recognition of Southern Exposure in the broader community, build and enhance relationships with members, donors and business sponsors by attending and organizing events.

-Assist in day-to-day operations of the organization and all related programs.

The **Development and Communications Assistant** reports to the Executive Director and works with all members of the Southern Exposure staff.

Qualifications: Applicants must possess Bachelor's Degree plus a minimum two to three years proven skills in the area of communications/marketing and development. Position requires strong communication, organizational, writing, and computer skills. Artistic background and contemporary art experience preferred. Applicant must be able to show personal initiative as well as be able to work collaboratively as a member of a team. Must enjoy working in an informal, creative and fast-paced environment. Knowledge of Filemaker Pro, Microsoft Office, and Adobe Creative Suite. The Development and Communications Assistant will support the mission of Southern Exposure and maintain its diversity of experiences, cultures, professions, ages, genders and ideas.

To Apply: Send cover letter, resume, writing sample, and names and phone numbers of three references to: Development and Communications Assistant Search, Southern Exposure, 417 14th Street, San Francisco, CA 94103. Please do not submit applications electronically.

Opening date: May 7, 2008

Deadline to submit application: May 28, 2008 (applications must be received in the SoEx office by 6pm on this date. This is not a postmark deadline.)

Projected start date: June 2008

Southern Exposure is an equal opportunity employer committed to diversity. Persons of color are strongly encouraged to apply.