

## Position: Communication Coordinator

The Texas Cultural Trust, established in 1995, is a 501(c)(3) nonprofit organization whose mission is “to be the leading voice of the arts in education, advocacy, and economic impact in Texas, spotlighting the artistic excellence of our state.”

The Trust is governed by a 37-member Board of Directors comprised of industry and business leaders, arts patrons, and artists from across the state who are passionate about the benefits of the arts to the state of Texas. The organization has built a strong group of programs that promote and support the arts, including:

- **Art Can**, which conducts research and publishes data quantifying the economic and educational impact of the arts in Texas.
- **Texas Medal of Arts Awards**, a biennial awards show and gala honoring notable Texans across a broad spectrum of arts disciplines.
- **Texas Young Masters**, a program administered jointly with the Texas Commission on the Arts (TCA) that awards scholarship grants to deserving young artists across artistic disciplines.
- **Texas Women for the Arts**, a statewide giving circle and membership program with more than 220 members. Since its inception, it has awarded more than \$4.7 million to arts organizations across Texas, impacting over 3.7 million children.
- **Arts Access**, which examines needs and opportunities to increase access to the arts, culture, and arts education for all Texans through resources, programming, and financial support.
- **Partners in the Arts**, a growing consortium of arts organizations, artists, and arts patrons across Texas.

## Summary

The Communication Coordinator reports directly to the Chief Executive Officer (CEO) and supports the development and execution of the Texas Cultural Trust’s communications efforts. Working closely with the CEO, Trust team, and external vendors, the Coordinator helps amplify statewide awareness of the Trust’s mission, programs, and impact through clear, consistent, and engaging communications. The ideal candidate is highly organized, detail-oriented, and collaborative, with strong writing skills, a passion for the arts, and a desire to grow professionally in nonprofit communications.

## Responsibilities

- Support the development and execution of organizational communications strategies that align with programmatic and organizational goals.
- Maintain and manage the organizational communications calendar, including newsletters, social media, press releases, and advertising deadlines.
- Coordinate and execute social media content.
- Assist with coordination of media partnerships and sponsor agreements with statewide outlets (print, digital, TV, etc.).
- Draft, edit, and format content for multiple platforms, including the website, eblasts, newsletters, press releases, and other communications tools.
- Coordinate the creation and design of marketing collateral and materials for Trust programs and events, working with external graphic design partners as needed.
- Update Website and manage content to ensure information is current, accurate, and timely.
- Support and manage communications related to the Texas Medal of Arts Awards, including nominations, selection committee communications, and honoree coordination, under the direction of the CEO.
- Assist with communications and logistics related to the Art Can campaign and the State of the Arts Report, including coordination with vendors and creative partners.
- Support planning and on-site coordination for Trust events, including the Texas Medal of Arts Awards, Texas Women for the Arts meetings and events, Board meetings, and other programs.
- Coordinate event photography needs and assist with photo organization and dissemination.

### In partnership with the PR team:

- Assist with responding to media inquiries and coordinating media opportunities for the CEO, Board members, honorees, and partners; including media briefs.
- Support drafting, editing, and placement of op-eds or letters to the editor, as needed.
- Track and maintain a portfolio of media coverage and mentions.
- Assist with developing story ideas to pitch and coordinating press outreach for local and statewide coverage.
- Support press needs for events, including media alerts, press materials, and on-site coordination.
- Assist with development and maintenance of press kits for programs and events.
- Stay informed about current and emerging communications trends, tools, and technologies.
- Build positive working relationships with Trust staff, partners, vendors, and volunteers.
- Assist with preparing communications reports for the CEO and Board of Directors.

## Requirements

- Strong interest in and enthusiasm for the mission of the Texas Cultural Trust.
- Knowledge of the arts in Texas is preferred but not required.
- Bachelor's degree preferred; major in communications, marketing, journalism, or a related field preferred.
- Two to four years of professional experience in communications, marketing, or a related field.
- Excellent written and verbal communication skills, with strong attention to detail.
- Working knowledge of AP style.
- Proficiency with Microsoft Office, WordPress, Adobe Creative Suite, Constant Contact, Hootsuite, and Google Workspace preferred.
- Familiarity with social media platforms and basic analytics tools.
- Strong organizational skills and ability to manage multiple projects and deadlines.
- Professional demeanor, integrity, and commitment to representing the Trust effectively.
- Confident and competent in working with and leading leadership.

## Compensation

- \$45,000–\$55,000, based on experience
- Full-time

## Benefits

- Health, dental, and vision insurance
- Retirement matching program
- Paid time off (PTO)

### To apply:

Please email a cover letter and resume to [info@txculturaltrust.org](mailto:info@txculturaltrust.org).

No phone calls, please.