

## Communications Manager

The Communications Manager will work closely with the Sursock Museum team to develop, implement and manage the communication of the Museum.

### Profile

- Excellent writing, research, and organizational skills
- Experience working in art and culture, or other non-profit organizations
- Knowledge of InDesign, Photoshop, Mailchimp, Wordpress and other editing suite
- Experience in Social Media Management
- Knowledge of Modern and Contemporary Art

In addition, the candidate should be able to work effectively as part of a team and collaboratively across the museum. She/he will also be able to prioritize her/his work to meet deadlines, and maintain her/his attention to detail under pressure.

The candidate will be fluent in Arabic and English, with a working knowledge of French.

### Main Duties and Responsibilities

#### General

- Develop and implement the communication strategy and communication plans for the Museum.
- Develop and manage relationships with the Press
- Develop and manage website, newsletter, and social media content
- Write and edit general communication material (latest news, updates, thank you, etc.)
- Support in writing, and editing specific communication material pertaining to exhibitions, public program, library, educational activities, etc. (wall texts, booklets, guides, publications, etc.)

#### Press

- Maintain strong relationships with media representatives, and relevant stakeholders
- Ensure a proper and active coverage of the Museum's activities
- Respond to press and other enquiries
- Compile and archive all press-related article and coverage
- Maintain and update a database of journalists and media contacts
- Occasional press duties such as interviews with radio, TV, and newspaper

#### Social Media

- Develop and implement an outreach strategy using social media
- Create specific content for the Museum's social media channels
- Update regularly the Museum's website, Facebook, Twitter, Instagram and LinkedIn channels in English and Arabic

#### Website & Multimedia

- Update the current website with relevant information
- Liaise with the website developer for issues and further development

#### Newsletter

- Develop and schedule the upcoming monthly newsletter
- Create specific content for the Museum's newsletter
- Liaise with the team for information to add to the newsletter
- Update mailing list

#### General Support

- Write and Prepare the Annual Report
- Support the Director and/or other team members with their fundraising tasks (proposals, reports, presentations, etc.)
- Support team members with the writing and editing of specific texts, especially before exhibitions opening.
- Manage outsourced translation (to Arabic, or to French)
- Manage documentation of events and exhibitions

#### Application Process and Start Time

Applicants should send in a short motivation letter stipulating how they meet the profile specification, as well as their CV to [karina.elhelou@sursoc.museum](mailto:karina.elhelou@sursoc.museum)

**Deadline:** February 27, 2023

**Start Date:** As soon as possible. No later than early April 2023.