



<b>Job Title</b>	Communications Associate	<b>Department</b>	Marketing
<b>Status</b>	Nonexempt, Full-time	<b>Reports to</b>	Director of Marketing

**General Description**

The Communications Associate plays a key role in executing comprehensive communications strategies that support organizational growth, visibility, and brand excellence. Working collaboratively across departments, this position leads the development and production of publications and creates high-quality communications collateral across print and digital platforms. The role manages projects from concept through completion, ensuring materials are delivered on time, on brand, and aligned with strategic objectives. Combining strong writing, graphic design, and project management skills, the Communications Associate contributes to clear, compelling storytelling and consistent messaging. This position operates within a collaborative, professional environment focused on high-level productivity, operational efficiency, and thoughtful growth.

**Responsibilities**

**Publications and Editorial Project Management**

- Own the production of major organizational publications (program books, annual reports, newsletters), managing timelines, workflows, and deliverables from concept through distribution.
- Coordinate cross-functional input, overseeing drafts, revisions, and approvals to ensure accuracy, quality, and brand consistency.
- Manage vendor relationships, including print coordination, specifications, and quotes.
- Maintain organized systems and documentation to support efficient, repeatable publication processes.

**Collateral Development**

- Design and produce high-quality, on-brand communications materials, including advertisements, brochures, presentations, and other collateral across all departments.
- Write, edit, and refine content for diverse audiences, ensuring clarity, consistency, and alignment with communications goals.
- Translate strategic objectives into compelling visual and written assets in collaboration with the Communications and Digital Content Manager.

**Communications Distribution**

- Execute digital communications, including eblasts and other patron emails.
- Maintain and update website and digital platforms, keeping content current and user-focused, in collaboration with the Communications and Digital Content Manager.

**Communications Operations and Administrative Support**

- Manage communications workflows, timelines, and cross-departmental requests to ensure efficient project execution.
- Maintain organized file systems, asset libraries, and documentation to support team operations.
- Track budgets and expenses, preparing finance forms and reports accurately and on time.
- Support team coordination, including scheduling, agenda preparation, and follow-up tracking.
- Demonstrate enthusiastic commitment and willingness to participate above and beyond enumerated job responsibilities alongside all staff working to achieve the Cliburn’s mission.

**Education, Experience, and Attributes**

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| <ul style="list-style-type: none"> <li>• Bachelor’s degree required; degree in communications or graphic design preferred</li> <li>• 2–4 years of related prof. experience preferred</li> <li>• Proficiency in Microsoft Office and Adobe Creative Suite (InDesign, Illustrator, and Photoshop required; familiarity with Adobe Premiere is a plus)</li> <li>• Strong writing, editing, and graphic design skills, with a demonstrated ability to produce polished, on-brand materials</li> <li>• Excellent interpersonal and communications skills</li> </ul> | <ul style="list-style-type: none"> <li>• Self-motivated, quick to learn, and independent but also works well as part of a team and collaboratively</li> <li>• Strong organizational skills; high degree of accuracy</li> <li>• Ability to prioritize conflicting demands, meeting deadlines in a fast-paced environment.</li> <li>• Flexible; ability to solve problems and adapt to changes quickly and with grace</li> <li>• Strong work ethic; ability to work evenings and weekends as required for concerts, competitions, and other activities</li> </ul> |
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\*\*\* Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn’s Mission \*\*\*