



***** 2-Year Grant Funded Employment Opportunity *****

Community Engagement and Media Specialist, Cummington Cultural District

<https://cummingtonculture.art/>

[LINK TO MAP OF CULTURAL DISTRICT](#)

This position reports to the Cummington Cultural District Ad Hoc Committee.

Responsibilities include:

Organize and execute Cultural District community engagement strategies, projects and events to include:

- Cummington Cultural District Committee monthly meetings (held in accordance with the guidelines of MA Open Meeting Law) under the direction of its Steering Committee
- Calendar for Regional Arts and Cultural programs and events under the direction of the Committee
- Monitor and maintain Website and social media (Facebook, LinkedIn, Instagram) and see that is accurate, consistent and timely
- Assist with other special projects and programs as determined by the Committee

Build relationships between the Cummington Cultural District and communities, institutions and organizations, as well as maintain and elevate existing relationships, in furtherance of preserving and promoting arts, humanities and culture of the Hilltowns.

This is a remote work opportunity requiring presence during meetings and functions.

This position requires proven experience in Communications and Public Relations, as well as

- Proficiency in social media platforms mentioned above as well as Google Workspace
- Strong organizational skills and readiness to work on several projects simultaneously
- Excellent verbal and written communication skills
- Ability to work independently under minimal supervision

Starting compensation \$42 per hour, up to 25 hours per month. **Application period is open until September 15, 2023.** Review of candidates will begin September 18, 2023. Anticipated start date for this position is **September 25, 2023.** **This position is funded by Mass Humanities for 2 years and is contingent on grant funding and periodic positive performance reviews.**

To apply:

Submit cover letter, resume listing computer programs you are experienced in and three work or project-related writing/marketing samples that represent your original work. This could include –

Press Releases

Articles (or links to)

Marketing Materials

Design/Layout work

Website/Social Media work

Video pieces

Send to the Committee with cover letter to culturaldistrictcummington@gmail.com, or to PO Box 127, Cummington, MA 01026.