

Job Announcement  
Interlochen Center for the Arts

Title	Associate Director of Education Communications
Location	Education Programs
Department Name	Education Programs

Description

Interlochen Center for the Arts (ICA) seeks to hire a dynamic Associate Director of Education Communications to join our team. As one of America's most prestigious institutions for arts education, performance and fine arts, this is a career opportunity to join a vibrant arts community and engage with a dynamic education division. As one of the primary administrative officers, the Associate Director of Education Communications is responsible for implementing and supporting the development of strategies that enhance organizational initiatives. Working with the Vice Provost of Education Operations, the Associate Director of Education Communications will execute tactics in the areas of external public relations and external and internal communications, executive leadership and communications support.

Additionally this role will work, in alignment with Interlochen's Strategic Communications and Engagement, both collaboratively and independently in developing and maintaining website and community content, curriculum articulation, and leading strategies associated with driving the brand of Interlochen Arts Academy (IAA), Interlochen Arts Camp (IAC), and Interlochen College of Creative Arts (ICCA).

Major Duties and Responsibilities

- Works across the institution with all appropriate partners to lead assessment measures and improve cohesive communication of information
- Acts as an expert in all relevant technology and will perform high levels of proficiency, expediency, and independence, while also remaining highly collaborative and being able to manage simultaneously many initiatives with various levels of complexity
- Manage the development and maintenance of Interlochen Arts Academy and Interlochen Arts Camp Salesforce Communities
- Oversee all Education Office Communications
- Support the Provost and other institutional leaders in implementation of all Education communications strategies
- Manage Education Program and Student Affairs Online content, and update in a timely manner

- Assist with Special Programs
- Other duties as assigned

#### Knowledge and Experience

- Bachelor's degree in appropriate field
- Provide guidance and input to ongoing technology discussions and solutions related to communications
- Minimum Five (5) years of experience in non-profit sector
- Experience in an educational institution preferred
- Strong communication and interpersonal skills
- Expertise in Salesforce - or familiarity with database systems and a willingness to learn
- Open Source Content Management System experience
- Outstanding oral and written communication skills
- Strong interpersonal skills
- Strong capability to work collaboratively with a wide variety of constituents
- Strong aptitude as a self-starter who achieves with minimal oversight
- Aptitude for embracing diversity in individuals, perspectives, and artistic style

To apply, please submit the following:

1. Cover letter
2. Resume
3. 3 Professional References

To apply, please visit: <http://careers.interlochen.org/employment-opportunities>