

CAREER OPPORTUNITY

AT&T
PERFORMING
ARTS
CENTER

TITLE: COMMUNICATIONS MANAGER

Department: External Affairs

Reports to: Vice President of External Affairs

Location: Dallas Arts District

Position Available: Immediately

The Communications Manager for the AT&T Performing Arts Center will:

- Serve as the project manager to plan, produce and distribute the Center's publications; including, but not limited to, the annual report and e-newsletters. In managing the process for the publications, the Communications Manager will produce pieces on time while ensuring accuracy, consistency and quality.
- Work collaboratively to compile, write and edit communication. The Communications Manager will transform information into useful and effective messages, personalized for different audiences.
- Coordinate all stakeholders engaged in the creation and distribution of the collateral materials including graphic designers, photographers, writers, etc.
- Assist in the creation and execution of the Center's strategic communications plans.
- Assist in the management of and planning for some committees within the Center's Board of Directors, including the Community and Stakeholder Relations Committee and the Marketing and Communications Committee. The Communications Manager will assist in scheduling meetings, creating agendas and attachments, and providing staff support for committee members between meetings.
- Plan and facilitate specific aspects of special projects, tasks and events as needed.
- Update the Center's Crisis Communication Manual and train new staff members for their roles.
- Assist in updating the Center's Style Guide and training new staff members.

- Curate, schedule and deliver tailored presentations. The Communications Manager will maintain a calendar of speaking opportunities and prepare briefings on the groups and events.

Education:

Bachelor's Degree in related field, such as Communications, Marketing, Journalism, Public Relations, etc.

Experience:

- Minimum of five years of experience in field
- Prior experience with mail2 or similar e-mail marketing technology
- Knowledge of Tessitura or similar technology is preferred
- Knowledge of HTML is required; specifically within e-mail creation is preferred
- Ability to tell a story using visual elements, e.g. photographs and fonts
- Proficient with Associated Press style

Skills

- Exceptional writing skills
- Outstanding computer skills
- Meticulous attention to detail
- Ability to calmly manage a variety of tasks concurrently
- Firm adherence to deadlines
- Excellent ability to perform well under pressure and with limited time
- Professional appearance and behavior
- Works successfully both independently and collaboratively

Desired Qualifications

- Experience at a nonprofit
- Experience in and passion for the performing arts
- Energy and optimism
- Professional maturity
- Patience

AT&T Performing Arts Center is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume, salary requirements and work samples to careers@attpac.org or

Human Resources
AT&T Performing Arts Center
2100 Ross Avenue, Suite 650
Dallas, Texas 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs three premier performance venues and a 10-acre park for music, opera, theatre and dance in the heart of downtown Dallas. Opened in October 2009, the Center helped complete the 30-year vision of the Dallas Arts District.

Audiences enjoy the best and most recent from Broadway; the finest in world dance and music co-presented with TITAS Presents; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.

Five esteemed resident companies utilize the Center's performance spaces: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.
- Dee and Charles Wyly Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.
- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs. For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit www.attpac.org.