

### External Relations Coordinator

The National YoungArts Foundation (YoungArts) seeks a creative and motivated full-time external relations coordinator with strong organizational and communications skills to join its team. Reporting to the vice president of external relations, the external relations coordinator will manage front-of-house and box office for all of YoungArts' programming nationwide and should have a strong understanding of marketing and communications concepts and best practices as well as a background in accountancy and general financial literacy.

The external relations coordinator will work with staff members across departments to meet deadlines and should be energized by working in a highly collaborative and fast-paced environment.

#### Key responsibilities:

- Oversees and manages box office and front-of-house for all programs and events nationwide.
- Liaises with outside venues to establish box office and front-of-house procedures.
- Tracks ticket sales and complimentary ticket requests and updates YoungArts staff and outside venues on a regular basis.
- Maintains attendance and box office records for all programs and events.
- Manages collateral archive, active collateral inventory and collateral distribution via EZ Office software.
- Coordinates the shipment of collateral for all programming and campaigns nationwide.
- Assists vice president of external relations with media buys, ad bookings and audience cultivation.
- Assists ER team with drafting marketing language and copy.
- Assists with copyediting e-communications, institutional and promotional materials.
- Co-manages community and promotional outreach for all programs and events with senior public relations manager and ER team members.
- Executes regular administrative tasks for the ER-team including scheduling all meetings and events, agenda creation and distribution, recording and distributing all meeting minutes, administration of institutional email addresses and answering general phone queries.
- Keeps up-to-date records of all departmental agreements.
- Serves as primary liaison between ER-team and finance team, processes all departmental expenses, assists in end-of-year budgeting and budget projections, keeps up-to-date departmental financial records digitally and in hard copy.
- Manages ER-team paid time off and vacation calendar.
- Assists with assembling photography facebook posts and preparing communications materials as needed for all programming and events.
- Performs other duties as assigned.

#### Qualifications:

- Demonstrated experience in community outreach and promotions. Familiarity with Miami arts and culture scene a must. Networks in New York, Los Angeles and/or Washington D.C. arts and culture scene a plus.

- Demonstrated experience in administration, project management, and budgeting and accounting.
- Proficiency with collaborative online platforms (Slack, Dropbox and Google Drive a must, proficiency with Podio preferred).
- Proficiency in all Microsoft Office applications including PowerPoint and Word, a mastery of Microsoft Excel along with ability and willingness to adopt new software applications as needed.
- Strong writing and editing skills. Knowledge of *Associated Press Style Guide* a plus.
- Excellent research skills.
- Ability to create and maintain administrative procedures and duties; highly organized.
- A team player who thrives in collaboration as well as a self-starter who is flexible and eager to work across roles and departments.
- Ability to lift up to 30 lbs.
- Willingness to travel up to 6 weeks a year.
- Access to a personal vehicle required and must have not less than minimum vehicle insurance as required by Florida law.

National YoungArts Foundation identifies and nurtures the most accomplished young artists in the visual, literary, design and performing arts and assists them at critical junctures in their educational and professional development. YoungArts aspires to create a community of alumni that provides a lifetime of encouragement, opportunity and support.

We offer competitive compensation and benefits package including generous paid time off (PTO + Holiday + Sick), 100% paid medical, dental, vision, life and long-term disability insurance and a 100% matched 401(k) plan (available after one year of service).

Please send cover letter, resume and salary requirements to Dejha Carrington at [dcarrington@youngarts.org](mailto:dcarrington@youngarts.org).