

Position Title:
Communications Specialist



**MONTANA
ARTS COUNCIL**
an agency of state government

Do you want to be a part of a supportive, collaborative, and creative environment?

Do you have experience with public relations and media arts?

Do current trends in communication inspire you?

Are you interested in stimulating public interest in the arts?

If so, we're looking for someone like you to join our team!

The Montana Arts Council (MAC) is the agency of state government established to develop the creative potential of all Montanans, advance education, spur economic vibrancy, and revitalize communities through involvement in the arts.

MAC is looking for a team-oriented, hard-working, and fun-loving individual with an aptitude for learning new skills who will thrive in a small office environment. MAC is a dynamic agency where all members work strategically to address issues of diversity, equity, access, and inclusion.

The Communications Specialist will:

- Design and implement a communication plan.

- Oversee content development and production of [*State of the Arts*](#) newspaper.

- Manage MAC's website and social media presence.

- Develop concepts and create designs that improve understanding and build connections.

A successful candidate will demonstrate critical thinking skills, effective written and verbal communication, and strong attention to detail. Knowledge of marketing and promotional strategies is essential. Must be capable of understanding the nuances of communicating to varied audiences. The position requires excellent customer service skills and the ability to manage multiple projects.

In addition to the usual state benefits, MAC offers a beautiful work environment, including separate offices and individualized climate control, the potential for a flexible schedule, and the challenge of growing with your new job opportunity.

To apply for this position, submit a resume and cover letter through the State of Montana Careers site. The cover letter should describe how your knowledge and skills align with the duties of this position and your experience writing speeches, articles or other public relations documents. The position is posted until filled with the first review of applications occurring on July 10, 2020 and the first round of interviews occurring on July 23, 24 and 28.

Qualifications:

- Bachelor's Degree in public relations, communications, marketing, journalism, graphic design, media arts, or related field.
- Three years of relevant experience in public relations, graphic design, communication, or a related field.
- Different combinations of education or experience may be substituted.

Applicant Pool Statement: If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Training Assignment: This agency may use a training assignment. Employees in training assignments may be paid below the base pay established by the agency pay rules. Conditions of the training assignment will be stated in writing at the time of hire.

Job: Public Relations Specialist 2, I33012; Exempt

Salary: \$46,155 to \$65,000 annually

Benefits Package Eligibility: Health Insurance, Paid Leave & Holidays, Retirement Plan

Number of Openings: 1

Employee Status: Regular

Schedule: Full-Time

Shift: Day Job

Travel: Yes

Primary Location: Helena

Agency: Montana Arts Council

Union: Not Applicable

Bargaining Unit: Not Applicable

Posting Date: June 18, 2020

Closing Date (based on your computer's timezone): Open until filled. First review of applications on July 10, 2020.

Required Application Materials: Cover Letter, Resume

Contact Name: Kim Hoxie, khoxie@mt.net, 406-442-4934

The State of Montana has a decentralized human resources system, and each agency is responsible for its own recruitment and selection process. An employee or applicant who needs a reasonable accommodation during the application or hiring process should contact the state agency human resources staff identified on the job listing as soon as possible or use the relay service by dialing 711. [Montana Job Service Offices](#) also offer support services, including assisting applicants with submitting online applications.

Montana State Government does not discriminate based on race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, physical or mental disability, genetic information, marital status, creed, political affiliation, veteran status, military service, retaliation, or any other factor not related to the merit and qualifications of an employee or applicant.