

Rhode Island Council for the Humanities

131 Washington Street, Suite 210

Providence, RI 02903

www.rihumanities.org



RHODE ISLAND
COUNCIL *for the* HUMANITIES

POSITION DESCRIPTION

TITLE: Events and Communications Specialist

HOURS: Part-time, temporary: 15 hours/week from March 2023 through October 2023 (8 months)

COMPENSATION: \$17,000

THE ORGANIZATION:

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For over 45 years, we have cultivated diverse expressions of the public humanities through vital and innovative public programs, research, and media projects that have reached millions of people in Rhode Island and beyond. We are a catalyst for engagement with our state's remarkable history and culture, and believe in the power of the humanities community to inspire and improve Rhode Island. The Council was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

THE ROLE:

The *Events and Communications Specialist* will work with staff from the Rhode Island Council for the Humanities as a key member of the team during the Council's 50th anniversary year.

Events responsibilities will include the planning, management, and execution of the Council's 50th anniversary event in Fall 2023. This includes communication with staff and volunteers; attending the 50th anniversary committee meetings; vendor communication and contracts; and managing day-of event needs. The event will be in-person, likely with virtual elements. This candidate will need to be comfortable in both in-person and remote settings (with COVID safety guidelines in place) and be confident balancing the needs of community-based events that also help the organization meet fundraising goals.

Communications responsibilities will include drafting of content for the bi-monthly e-newsletter; management and scheduling of social media; updating the Council's

website; supporting communications needs of grantmaking and other initiatives; coordination with Council staff, interns, and volunteers about key 50th anniversary messaging; and content/design support for potential ads, underwriting, and other materials as needed.

SCHEDULE AND COMPENSATION:

The *Events and Communications Specialist* will begin work in early March 2023 with a schedule of 15 hours per week, through October 2023. The 50th Anniversary event will take place in late September 2023.

The majority of work will be conducted remotely; however some event-related work will require visiting venues in person, meeting with vendors, and working with staff the day of the event. Any in-person activities will strictly adhere to the Humanities Council's COVID-19 guidelines which align with Center for Disease Control and Prevention as well as Rhode Island Department of Health recommendations.

Salary for this temporary eight-month, 15-hour-per-week position is \$17,000. The position will also include holidays, six vacation days, and four sick/personal days.

CANDIDATE PROFILE:

Specific skills and qualifications include:

- Project management leadership and comfort level with digital, team-based project management tools
- Event planning and execution
- Strong written and verbal communication skills in English
- Experience with email marketing and social media platforms & scheduling tools (Constant Contact, Hootsuite, Instagram, Facebook, Twitter)
- Wordpress web design, content, and development
- Basic graphic design using Canva, InDesign
- Coordination and facilitation of remote meetings
- Communication with diverse constituencies
- Proactive and collaborative, team-orientated approach to project management

The Rhode Island Council for the Humanities is committed to workplace diversity and seeks candidates who represent the diversity of the state, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, cultural background, and socioeconomic stratum.

APPLICATION PROCESS:

Please send resume and cover letter via email attachment by **Monday, February 6** to Scott Raker, Associate Director of Operations, at scott@rihumanities.org, with the subject line: Events and Communications Specialist. No phone calls, please.