Job Opportunity
Communications Manager

Full-Time (40 hours/week) Benefits | Non-Exempt |$25.00 to $27.00/hour | Port Townsend, WA

The Communications Manager leads Northwind Art's marketing and communications efforts across all media, including press, website, email, social media, digital, events, and print. This role works closely with the leadership team to raise the organization's profile, support fundraising efforts, and enhance Northwind Art's culture of learning and community engagement.

Key Responsibilities

Marketing & Communications
• Develop and execute marketing strategies in collaboration with Education, Exhibits, and leadership
teams.
• Write, edit, and proofread content for print, web, email, and social media.
• Build and grow Northwind Art's social media presence.
• Update website with gallery, event, and class content.
• Publish and edit video content on YouTube and other platforms.
• Write and distribute press releases, radio announcements, and media advisories.
• Manage project timelines for marketing materials (ads, posters, signage, rack cards).
• Post events and classes to local online calendars (e.g., MyCityScene, The Leader, Bareboards).
• Photograph classes, events, gallery shows and art for sale; maintain organized photo archive

Development Support & Reporting
• Support fundraising campaigns and donor communications as needed.
• Track and report on marketing and advertising results.
• Seek new marketing opportunities, including partnerships and regional outreach.

Collaboration & Teamwork
• Work closely with staff, volunteers, and leadership to support communications goals.
• Serve as liaison for press and media relations.
• Maintain consistent branding and messaging across all platforms.
• Other Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications
• Bachelor's degree required; advanced training preferred.
• 3–5 years of marketing/communications experience; 5+ years preferred.
• Strong writing, editing, and creative design skills.
• Proficiency in MailChimp, Google Suite, Adobe Suite, Shopify, and Shogun.
• Excellent organizational, project management, and multitasking skills.

• Strong interpersonal, verbal, and written communication skills.
• Cultural competency and commitment to diversity, equity, and inclusion.
• Valid driver's license and reliable transportation.
• Ability to photograph and edit visual content.

Experience
• Marketing strategy and content creation across multiple media.
• Social media management and audience growth.
• Event promotion and public relations.
• Photography and video production for organizational use.
Compensation & Benefits
• Schedule: Full-time, 40 hours per week
• Healthcare: Medical, dental, and vision coverage
• Paid Time Off: Available to all employees
• Work-Life Balance: Actively supported and encouraged

Why Northwind Art?
Northwind Art is a community arts organization in Port Townsend focused on creativity, access, and connection. We offer a collaborative workplace where staff and artists help make art central to community life, along with competitive pay, pro-rated benefits, and opportunities for growth.

To Apply
Please submit your resume and a brief cover letter outlining your interest and experience to: HR@NorthwindArt.org.
Northwind Art is an Equal Opportunity Employer.
We welcome candidates of all backgrounds, identities, and experiences. Northwind Art is committed to creating an inclusive environment for staff, artists, and participants.