Marketing & Communications Coordinator
The American Alliance of Museums is seeking a marketing & communications professional with strong project management skills to support the work of a small but productive cross-departmental communications team for a grant-funded, one-year term position. If you enjoy a fast-paced yet collaborative environment and have an interest in museums, consider joining our team!

About the position: The Marketing & Communications Coordinator is a newly created grant-funded role for a one-year term supporting the Alliance’s Marketing & Communications team. As part of the Marketing & Communications team, this position coordinates the administrative, content, and marketing & communications assignments as they relate to AAM grants and initiatives to ensure deliverables are met successfully. Salary is $50K and position is eligible for full-time benefits.

Skills and qualifications: The successful candidate has at least two years of experience drafting marketing materials, email campaigns, and/or social media copy for an organization; one year of administrative or project management experience; strong organizational and project management skills; excellent written and verbal communication skills; experience with or ability to learn to use Microsoft and Adobe applications and collaboration platforms including Asana, Confluence, Airtable, Hootsuite, and Slack; a strong eye for design and imagery/photography and attention to detail.

How to apply: To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of “blind hiring.” Please follow the directions below when submitting your application materials:

- Submit one document in PDF or Word format containing a cover letter and resume to: hr@aam-us.org, using “Coordinator” in the subject line. Please do not include your name or address. Please include education but omit school names and graduation years. Include your email address as the only personal identifier. Please include your salary requirements.

- As part of your cover letter (no more than two pages), provide examples of your experience and responsibilities preparing marketing materials for an organization and examples of your project management experience.

Applications received by August 11, 2021 will receive full consideration. Submissions will be reviewed by our hiring team and candidates who are selected for further screening will be contacted by email within two weeks after this deadline. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. Please contact Human Resources at hr@aam-us.org if you need an accommodation in submitting your application.

About the Alliance. The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums and works to build a field that includes dynamic and diverse individuals, institutions, and communities. With a budget of $10M, the Alliance provides leadership, advocacy, and service to its membership and the museum field, which includes a broad range of museums, from art to zoo. The Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org.