

APERTURE JOB OPENING

Position Title: Publicity and Events Associate
Reports to: Communications Manager
Status: Full-time
Date: May 23, 2018

POSITION SUMMARY

Aperture is seeking a full-time Publicity and Events Associate to provide communications and event support to the Communications Manager.

KEY RESPONSIBILITIES**Communications**

- Draft press releases and media alerts for events, publications, exhibitions, and special projects
- Oversee collection and production of media assets per project: images, press image selections, book PDFs, and other material
- Assist with daily press inquiries and material requests
- Establish and foster working relationships with media and industry contacts
- Contribute to pitching media as part of project publicity campaigns
- Oversee media alert distribution lists
- Maintain artist/author contact lists
- Manage and schedule routine interview requests
- Build and maintain media database and e-mail lists
- Project manage ad production
- Oversee and circulate bi-weekly communication reports

Events

- Handle administrative duties associated with the scheduling and coordinating of events, from the pre-planning stages to post-event follow-up
- Manage and update internal master events calendar
- Oversee calendar and exhibition listings on Aperture website
- Will include weekend and evening hours when necessary

General

- Train and supervise communications work scholar
- Manage agendas and scheduling for weekly communications and online/marketing meetings
- Attend weekly programming meetings

QUALIFICATIONS

- Bachelor's Degree or equivalent
- Two or more years' experience in related field
- Demonstrated interest and/or experience working in arts organization or for publisher
- Passion for photography
- Ability to assimilate product information quickly
- Detail-oriented, with an ability to multitask and remain well-organized under deadline pressure
- Excellent written and oral communication skills
- Ability to work in team environment, with all levels of staff and press
- Willingness and ability to pitch projects cold to new contacts, in writing and in person

TO APPLY

Please send a resume and thoughtful cover letter, outlining why you are interested in this role and how your skills and experience meet the qualifications of the position. Please e-mail to newhirepublicity@aperture.org, using the following conventions:

Subject line: **Publicity and Events Associate**

Cover Letter: yourfirstname_yourlastname_coverletter.pdf

Resume: yourfirstname_yourlastname_resume.pdf

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment.

Aperture seeks to build a diverse and inclusive workforce, and welcomes all applications regardless of gender, race, sexual orientation, cultural background, disability, age, or religion.

ABOUT APERTURE

Aperture is a not-for-profit organization, connecting the photo community and its audiences with the most inspiring work, with the sharpest ideas, and with each other—in print, in person, and online.

Created in 1952 by photographers and writers as “common ground for the advancement of photography,” Aperture today is a multiplatform publisher and center for the photo community. From our base in New York, we produce, publish, and present a program of photography projects, locally and internationally. The foundation offers public programs including lectures, workshops, panel discussions, and conferences that contribute to and expand the dialogue on photography’s role in our society, as well as outreach education for children and teens, building visual literacy and aimed to engage diverse new audiences. More information about Aperture can be found at aperture.org.