



PUBLIC FELLOWS PROGRAM

Job Title:	Executive Communications Specialist
Organization:	Los Angeles County Museum of Art
Location:	Los Angeles, CA
Stipend:	\$65,000 with health insurance for fellow
Start Date:	August 1, 2016

ORGANIZATION DESCRIPTION

Since its inception in 1965, the Los Angeles County Museum of Art (LACMA) has been devoted to collecting works of art that span both history and geography, in addition to representing Los Angeles's uniquely diverse population. Today LACMA is the largest art museum in the western United States, with a collection that includes over 120,000 objects dating from antiquity to the present, encompassing the geographic world and nearly the entire history of art. Among the museum's strengths are its holdings of Asian art, Latin American art, ranging from pre-Columbian masterpieces to works by leading modern and contemporary artists; and Islamic art, of which LACMA hosts one of the most significant collections in the world. A museum of international stature as well as a vital part of Southern California, LACMA shares its vast collections through exhibitions, public programs, and research facilities that attract over a million visitors annually, in addition to serving millions through digital initiatives, such as online collections, scholarly catalogues, and interactive engagement at lacma.org. Situated in Hancock Park on over 20 acres in the heart of Los Angeles, LACMA is located between the ocean and downtown.

The Communications Department at LACMA manages all media relations, social media, and executive communications for the museum. The department maintains the “voice” of LACMA, working collaboratively with all areas of the institution to develop materials and messaging representative of the museum’s program and initiatives.

POSITION DESCRIPTION

LACMA seeks an Executive Communications Specialist who can disseminate the values of the institution through words, images, and design. The Executive Communications Specialist supports museum leaders in presenting LACMA’s current and future program to public officials, donors, staff, and the general public. Tasks include researching pertinent studies and reports, with a focus on urbanism, city planning, and various issues facing the museum field; crafting succinct presentations in PowerPoint or Google Slides; and speechwriting. The successful candidate should have the ability to translate research into compelling arguments, and possess strong collaboration skills, knowledge of trends in art museums and architecture, and exceptional writing skills.

As the Executive Communications Specialist familiarizes him or herself with the development and fundraising goals of the museum, he or she will take on increasing levels of responsibility for generating museum messaging targeted to specific constituencies, both public and private, within the greater Los Angeles community. By the end of the fellowship, the fellow will have acquired a portfolio that will make him or her qualified to serve in a management-level development/advancement communications position in any major cultural institution.

This position is *only* available through the ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

Primary responsibilities:

- Develop storytelling strategies around the museum's capital campaign;
- Compose presentations for the museum's director and other museum staff;
- Evaluate and marshal resources, including research studies and reports and internal data, to enhance the effectiveness of presentations to donors and community members;
- Craft remarks for executive staff speaking engagements such as press previews or donor events; and
- Create and maintain an efficient library of digital resources for presentations.

REQUIRED AND PREFERRED QUALIFICATIONS:

- PhD in the humanities or humanistic social sciences;
- Outstanding communication skills, both written and oral;
- Excellent research skills;
- Ability to work collaboratively as part of a team;
- Fluency in Microsoft Office suite and Google apps; and
- Excellent organizational and time management skills, with attention to detail.

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 24, 2016, 8 pm Eastern Daylight Time

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