



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

JOB POSTING

TITLE: Communications Coordinator
DEPARTMENT: Communications and Marketing

SUMMARY: Reporting to the Director of Communications and Editorial Services, the Communications Coordinator will contribute to increasing the Newberry's visibility as a cultural destination for scholars, teachers, students, and lifelong learners. The Department of Communications and Marketing provides promotional support for Newberry programs and exhibitions while advancing the library's mission of making its unique collections and learning resources as accessible as possible. The Communications Coordinator will be a key part of these efforts. Writing for a range of communications channels and touch points, the Communications Coordinator will help audiences discover the Newberry, navigate its offerings, and deepen their engagement with the library over time. A particular focus will be using social media to tell stories that activate the Newberry's collections, reflect institutional values, and differentiate the library within the arts and culture landscape of Chicago.

RESPONSIBILITIES:

- Develop and publish dynamic content for the Newberry's social media channels, website, e-newsletter, and magazine;
- Help plan and manage content calendars for social media and other communications channels;
- Track KPIs (key performance indicators) related to ongoing communications activity;
- Assist in the planning and execution of promotional campaigns for exhibitions, programs, and major projects;
- In the area of media relations, develop and pitch stories regarding exhibitions, programs, new acquisitions, and other Newberry developments;
- Work with reporters, producers, and others to facilitate interviews and video footage for Newberry-related stories and expert interviews, and;
- Perform other work-related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree, preferably in English, journalism, communications, or related field;
- Excellent writing and proof-reading skills;
- Ability to manage multiple priorities with a track record of meeting deadlines;
- Capacity for working both independently and as a team member;
- Demonstrated knowledge of the challenges and opportunities cultural institutions face;
- Experience creating media lists and conducting media outreach preferred, and;
- Experience editing photography, audio, and/or video preferred.

SCHEDULE: This is a full-time, non-exempt position that generally works 35 hours per week, Monday through Friday, during regular business hours (9:00 a.m. – 5:00 p.m.). While remote work is possible, the incumbent will primarily work at the library.

BENEFITS: The Newberry offers a comprehensive benefits package including a variety of health, dental, and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a 403(b) retirement plan with an employer match; employer-provided basic life insurance; and much more.

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TO APPLY: Interested candidates should email a cover letter, resume, and writing sample to jobs@newberry.org. Your writing sample may be a blog post, newsletter, short essay, or other brief piece of writing that is at least 300 words in length. Applications sent without all items will not be considered. Please, no phone calls.

The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning; advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry's duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.

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