



Position Available: Communications Coordinator

Temporary: From August 15 – November 15, 2023

Luminaria is a dynamic nonprofit arts organization dedicated to producing and promoting the arts of San Antonio, Texas, by managing the iconic Luminaria Contemporary Arts Festival, the Working Artist Fund, and culturally driven creative PlaceMaking.

Immediate Supervisor: Executive Director

Broad Function: Assist with communication efforts to promote the Luminaria Contemporary Arts Festival through public relations and social media efforts that will allow the organization to continue to grow and fulfill its mission.

Primary Responsibilities:

- Write and disseminate timely press releases
- Follow-up and coordinate with members of the media
- Coordinate social media efforts including artist interviews, live feeds, and festival coverage

Skills and Qualifications

- High School Diploma required, Associates and BA preferred
- Strong writing skills
- Excellent people skills
- Experience working with members of the local media
- Personal qualities of integrity, credibility, and commitment to the arts
- Flexible and able to multi-task
- Work independently within a fast-moving environment
- Knowledgeable about Social Media platforms and matrix measurements
- Personal vehicle and valid drivers license
- Bilingual a plus

Time Requirements

- Up to 20 hours per week depending on workload/event schedules
- Additional hours required for the Luminaria Contemporary Arts Festival
- Some nights and weekends required
- Work from home

Compensation

LUMINARIA

P.O. Box 120188, San Antonio, TX 78212 | 210.721.1670 | admin@luminarias.org

\$20/hour

How to Apply

- Send your resume (2 pages max), 1 page cover letter, and 1 example of your writing skills and 3 examples of social media posts and engagement (links or screenshots) to admin@luminariasasa.org with the subject "Communications Coordinator Position"
- No phone calls or follow-up emails
- Open until filled. Immediate hire

Diversity Policy

Luminaria is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. We embrace and respect our differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make us unique.

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