

Silver Eye Center for Photography

Position Title: Communications and Operations Manager

Reports To: Executive Director

Status: Exempt, 32 hours/week

Summary

Silver Eye Center for Photography, Pittsburgh's only nonprofit devoted exclusively to contemporary photography, seeks a **Communications and Operations Manager**. Silver Eye promotes the power of contemporary photography as a fine art medium by creating original exhibitions, unique educational programming, and a space for artists to learn, create, and connect through The Lab @ Silver Eye production facility and education center. Our programs are dedicated to supporting the work of emerging, mid-career, and under-recognized artists and sharing that work with our diverse audience in engaging and meaningful ways. Silver Eye is highly-respected nationally and internationally and a vital cultural resource in Pittsburgh.

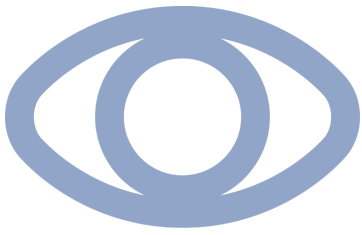
Communications and Operations Manager Job Description

The **Communications and Operations Manager** works closely with the Executive Director and Deputy Director to manage all communications, operations, and marketing tasks for the organization in a way that is well-integrated with the organization's plans and goals. This position is responsible for managing Silver Eye's communications and maintaining the database of constituents, and is often the first point of contact in person and online for our audience. This position will manage Silver Eye's marketing, social media, newsletter, donor acknowledgments, and day to day office administration.

This is a front of house position, responsible for creating a positive and memorable gallery experience by welcoming visitors, engaging with them about our program, and answering their questions. This is a high profile, detail-oriented job that requires the ability to handle multiple diverse tasks and deadlines.

Marketing Communications and Media Relations

- Responsible for creating the majority of the organization's public facing communication.
- Create and distribute press releases, press kits, email marketing, working with Executive Director and Deputy Director to create schedules.
- Maintain and update Silver Eye website and social media channels.
- Assist with creating print and online publications, postcards, gallery guides, and mailings.
- Maintain media contacts and database; oversee media listings, and respond to inquiries.
- Maintain media and photo archives; coordinate with photographers/designers as needed.
- Assist with events, including reservation lists, ordering supplies, and greeting guests.
- Assist in developing media and event sponsorships.



Fundraising Communications

- Assist the Executive Director with membership programs and fundraising appeals.
- Maintain and update membership information using the Silver Eye's database, and assist with data collection for grant writing and reporting.
- Proof, copy edit, and/or design communications and fundraising materials.
- Produce acknowledgment letters and other donor recognition materials.
- Support fundraising and cultivation events.

Office Administration & Front of House

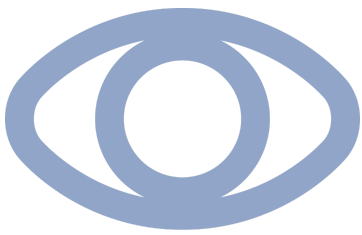
- Welcome and assist visitors, answer phones, and provide front-line customer service.
- Track gallery and programming attendance.
- Process sales and maintain POS systems.
- Manage gallery and bookstore.
- Copy, scan, file documents, and take minutes as needed.
- Create internal communications as needed.

Minimum Education and Personal Attributes

- Nonprofit experience strongly preferred.
- Passion for contemporary art and photography.
- High level of self-motivation with drive to take initiative.
- Warm, friendly manner and strong people skills.
- Effective communicator with clear verbal, written communication and presentation skills.
- Highly organized and detail oriented, with the ability to meet deadlines.
- Demonstrated experience with communications management and strategy.
- Versatility, flexibility and a willingness to work in a small, dynamic workplace.

Required and Preferred Skills and Experiences

- Experience with Mac operating system, Adobe Photoshop and InDesign, Google Workspace apps (required).
- Experience managing website CMSs such as Craft, CRMs such as Bloomerang, and mailing lists such as Mailchimp (required).
- Experience in a nonprofit arts organization (strongly preferred).
- Experience with Meta business Suite (strongly preferred).
- Experience with video editing software (strongly preferred).



General Requirements

This position is based in Silver Eye's gallery and is 32 hours per week with a 10am-6pm work schedule. Some Saturday cover is required at certain times of the year. Some flexibility is required as Silver Eye often holds weekend and evening events requiring coverage and a redistribution of hours. Some physical demands, including lifting, are required.

Compensation

This is a 32 hours/week position. Salary is \$40,000/year. This position offers health insurance, paid time off, and an IRA match.

Silver Eye is an Equal Opportunity Employer

We celebrate diversity, strive for equity, and are committed to creating an inclusive environment for all employees. There are no perfect candidates and Silver Eye is a place where staff are encouraged to learn and grow. However you identify or whatever your path here, please apply if this position inspires you.

How to Apply

Interested applicants should please send a cover letter, resume, and two work references to leo@silvereye.org with the subject line "Communications and Operations Manager application." Questions about this position should be directed to Executive Director Leo Hsu, leo@silvereye.org.

Silver Eye is seeking to fill this position as soon as possible, applications will be reviewed on a rolling basis and accepted until February 24, 2025.

2/4/25