



Arts & College Preparatory Academy Events, Marketing and Communications Coordinator (EMCC)

The Arts & College Preparatory Academy (ACPA) is an arts focused, independent community school on the east side of Columbus that serves a diverse population of students in grades 7 through 12 from over 25 different districts in central Ohio. ACPA is in its twentieth year of operation and has consistently been one of the highest performing charter schools in Ohio.

ACPA is seeking qualified candidates for an Events, Marketing and Communications position for the 2022-2023 school year. The Events, Marketing and Communications Coordinator (EMCC) will report to the executive director and be highly collaborative with the executive director, school principals, enrollment coordinator, arts team and the administrative team as a whole.

Responsive to organizational change that has occurred after a major expansion project and the effects of the pandemic, the EMCC role will be crucial to ensuring continual growth, further expansion of the ACPA program, sustainability, and a commitment to diversity, equity and inclusion in staff and student initiatives.

The EMCC will be integral in ensuring transparent internal and external communication that keeps the community as a whole informed and knowledgeable. The EMCC will be responsive to student voice and will facilitate student-led initiatives that promote a positive school environment and serve the student population specific to ACPA. The EMCC will promote student, course and school initiatives in a way that honors staff and student work and exemplifies ACPA's mission, vision and values to the public. The EMCC will also be responsible for small or medium fund-raising initiatives and event ticket sales.

The EMCC will also be instrumental in promoting the ACPA mission and vision, and the school values of kindness, respect for diversity, honesty, problem solving, communication, participation and awareness. The EMCC will also be expected to reflect the mission, vision and values in all interactions with school stakeholders – including students, staff, parents and community partners. **BIPOC candidates are encouraged to apply.**

Salary Range: \$38,000 - \$48,000, annual contract.



Benefits: Medical, dental, vision, life, free tele-health access, paid vacation time, state retirement plan.

Qualifications: At least one year of experience is preferred in the following: web design and/or upkeep, social media, marketing strategy, graphic design, event planning and logistics. Degree in marketing, communications, or a related field recommended.

Main responsibilities include, but are not limited to:

- Planning and executing school wide events and programming that further the mission and vision of ACPA and support ACPA's arts and academic instructional programs.
- Communicating important ACPA news, events, announcements, notices and other relevant information with all school stakeholders (students, staff, caregivers, community partners, etc.) through a variety of means - including website posts, weekly newsletters, social media, e-mail blasts, etc.
- Regularly maintaining and updating ACPA's website (artcollegeprep.org) so that it is up to date and contains relevant information readily available to the public.
- Facilitating the creation of marketing materials and press releases for school events.
- Identifying and securing additional school funding sources through local grants, partnerships, sponsorships, donations and other fund-raising means.
- Identifying and securing community partners and guest artists/instructors who reinforce school wide or course specific initiatives.
- Facilitating student led fund-raisers for various classes, clubs and co-curricular events.
- Assisting with the production of weekly ACPA Hour student assemblies.
- Assisting the Enrollment Coordinator with community outreach and targeted student recruitment strategies.
- Collaborate with the ACPA Cafe on special events.
- Using the Network For Good platform to facilitate community outreach and be responsive to platform data for targeted recruiting and outreach.

