



Call for applications

Assistant Director & Communication Manager

Full-time: Monday to Friday 11am - 7pm

Starting Monday 3 July 2017

Application deadline: Friday 16 June 2017

Notification of acceptance: 26 June 2017

About

Beirut Art Center is seeking to hire an Assistant Director for a full time position. The Assistant Director is responsible for implementing the full program of Beirut Art Center working directly with the director and the curators, and is also in charge of all Beirut Art Center communications. He/she must be based in Beirut.

Responsibilities:

- Liaise with the director, artists, curators to gather information about planned exhibitions.
- Oversee the work of the team in the absence of the director.
- Compile and compose content for all communication material including wall texts, brochures, catalogues, press releases, flyers, labels, press kits, etc.
- Write applications and proposals for grants
- Outsource and commission freelance services such as translation of all exhibition material, video and photography documentation of events, poster, invitation and other publication designs, printing services etc.
- Manage and update the Center's website and oversee the finalization of its Arabic version.
- Compile and send bilingual monthly newsletters and weekly reminders as well as manage social media platforms (Facebook, Instagram, Youtube...)
- Maintain and update mailing lists and databases
- Respond to all press inquiries
- Compile and archive all media coverage
- Archive all exhibitions and events documents

- Communicate with artists in order to include or update their works in the media library.
- Manage and oversee the media library platform update and supervise the digitization of archive video documentation.
- Produce an annual report of the Center's activities and achievements.
- Reports to the director

Required Skills:

- Fluent in English and Arabic spoken and written. A good understanding of French is a plus.
- BA or a graduate degree in field related to arts and culture.
- A minimum of 2 years experience preferably in the arts and culture field.
- Understanding of social media communication
- Analytical and creative thinking
- Excellent communication skills
- Excellent research skills
- Excellent writing and editing skills
- Excellent management skills and capable of multitasking and working under pressure.
- Ability to manage a team and oversee their work
- Computer skills: Office suite, InDesign, Illustrator and Photoshop.

To Apply

Send your resumé (in English) with a cover letter to dimahamadeh@beirutartcenter.org