

The Menil Collection Employment Opportunity

Title: *Communications Manager*

Department: External Affairs / Communications

Reports to: Assistant Director of Communications

Status: Full-time; exempt from overtime

General Responsibilities

The Communications Manager, an integral member of the Menil Collection's External Affairs Department, oversees the publication of the museum's membership magazine, Annual Report, and creates content for the Menil's website and press materials. A successful candidate will assist department leadership with administrative duties, public relations efforts, and actively contribute to developing new ideas and creating polished deliverables.

Specific Duties

1. Collaborate cross-departmentally to prepare, draft, edit, and review content for select publications, including *Menil*, the semi-annual membership magazine, and the Annual Report.
2. Partner with the Menil's Graphic Designer to develop and manage projects.
3. Manage online content, including website text updates, event and program listings, and postings.
4. Produce engaging content, maintaining the Menil Collection's brand and voice.
5. Establish and maintain relationships with journalists to secure extensive press coverage of the Menil's exhibitions, events, and programs. Oversee and keep up-to-date contact lists.
6. Together with the Assistant Director of Communications, partner closely with the Menil's external public relations agency.
7. Research, write, and edit press materials needed for media outreach.
8. Track and report press coverage.
9. Apply data and analytic insights to inform evolving communications strategies and tactics. Assist Assistant Director of Communications in creating comprehensive marketing strategies for exhibitions and special museum initiatives.
10. Partner with Advancement and Communications team members to develop and execute multi-stakeholder fundraising campaigns.
11. Respond to photography requests and oversee on-site photoshoots as needed.
12. Provide communications support for special projects and initiatives.

Qualifications

1. Bachelor's degree in a subject relevant to this role, such as journalism, communications, or public relations, is required.
2. Superior writing, editing, and storytelling skills are essential.
3. 2–4 + years of copywriting or public relations experience. Compensation based on experience.
4. Strong communication skills (oral and written).
5. Must be a self-starter with a demonstrated ability to manage multiple projects and see tasks through to completion.
6. Ability to remain calm and flexible under pressure.

7. Self-driven and strong work-ethic capable of thriving in a fast-paced work environment.
8. Proactive communication skills with close attention to detail.
9. Skilled collaborator able to serve as a reliable, consistent team player.
10. Adaptive and agile, able to learn quickly and apply insights to elevate work quality consistently.
11. High level of proficiency using Adobe Suite and Microsoft Office.
12. Ability to maintain confidentiality regarding organizational and donor-related information.
13. Photography skills preferred.
14. General knowledge of art history is preferred. Knowledge of museum operations and arts marketing is a plus.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.