Arts&CultureAlliance

Serving and supporting a diverse community of artists, arts organizations, and cultural institutions.

TITLE: Operations and Event Communications Manager (posted 01/12/2026)

REPORTS TO: Executive Director

STATUS: Full-time, Non-exempt

SALARY: Starts at $45,000

JOB SUMMARY: The Operations and Event Communications (OEC) Manager is responsible for editing and distributing all Arts & Culture Alliance (ACA) communications including Emporium events and exhibitions; the Arts Admin and ArtsFlash membership newsletters; The Insider, a weekly preview of local arts and culture events; Penny4Arts listings of local arts and culture activities free to children; ACA press releases, and Calls to Artists. The OEC Manager is responsible for managing all communications relating to private events at the Emporium, including interactions with private renters, event attendants, contracts, janitorial staff, and the upkeep and functionality of the galleries. The OEC Manager will keep ACA's websites, calendars, social media outlets, and events up to date and assure that ACA members, Emporium tenants, and the general public are well-informed about ACA events and activities.

SPECIFIC RESPONSIBILITIES:

- Representing ACA to all potential private event and gallery renters;
- Maintaining ACA's cultural calendar and publishing The Insider and Penny4Arts event Eblasts;
- Building ACA's visibility on all social media platforms;
- Initiating ACA's outreach to the surrounding community and forging relationships with other nonprofits to encourage broader visitation and use of the Emporium Center;
- Manage and track ACA individual and organization membership records and renewals;
- Provide administrative support to the Executive Director, especially relating to facility repairs and maintenance;

- Be able and willing to assist in Emporium Gallery programming and maintenance;
- Maintaining ACA's online art sales.
- Supervision of Emporium Gallery exhibition programming/staff;
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree
- Must have excellent writing, grammar, and editing skills.
- Must be well organized and comfortable with deadlines and data.
- An arts background is a plus.
- Must be very familiar with WordPress and Microsoft Word Suite.
- Experience with graphic design, Photoshop, or Canva would be preferable.

There is a regular physical component to this position. Applicants must be able to lift 50 lbs. regularly. Work hours are generally Monday-Friday 9 AM – 5 PM.

SEND resume and cover letter to Arts & Culture Alliance Executive Director Liza Zenni at LZ@knoxalliance.com.

ACA is committed to creating an inclusive workforce and work environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any protected category prohibited by local, state, or federal laws. ACA is committed to compliance with all fair employment practices regarding citizenship and immigration status.