

**Classification:** Programs Information Officer    **Function Code:** 7118-034  
**Position Title:** Arts Information Officer    **Date Established:** 8-15-88  
**Position #:** 13771    **Date of last amendment:** 02-15-08

**Scope of Work:** To plan and implement new and existing public information programs to meet Division of the Arts goals for promoting the arts and for supporting the arts in New Hampshire with specific grants and services.

**Accountabilities:**

- Develop and implement a comprehensive communications plan that identifies target audiences, messages that support Division goals, and appropriate strategies to deliver those messages.
- Consult with the Director and grant program coordinators to gather information for news releases and other public information materials.
- Write or edit content for press releases, biennial report, quarterly news magazines, online communications, the Division's web site, speeches, and any other public communications on topics related to the Division's goals.
- Assign, contract for, or perform graphic design and photography tasks to produce Division communications.
- Plan and coordinate activities that support the Division's recognition programs. Current honors programs are: Artist Fellowships, Governors Arts Awards, and the Artist and Poet Laureates.
- Oversee, with support from the Visual Arts Associate, the state's percent for art program to select artwork for state buildings.
- Coordinate, with support from the Visual Arts Associate, the Artist Fellowship grant program.
- Consult with the Chief Grants Officer to develop, coordinate, and facilitate the presentation of information for annual grant information sessions.
- Maintain regular communications with state and national media about the division's grants, services, and special projects.
- Maintain media contacts and interact with media to increase publicity about the division's work to support NH arts. Prepare materials to assist the Director in interactions with media. Act as spokesperson for agency if Director is unavailable.
- Train staff in customer relations skills and ADA compliance. Act as agency's ADA coordinator and integrate ADA compliance into all agency publications.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in journalism, arts, advertising, public relations, marketing, business administration, or a communications related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five years' experience in the field of journalism, advertising, public relations, marketing, business administration or other communications related field, two years of which shall have been associated with magazine or newspaper writing/editing, graphics, preparation of audiovisual or web-related material or other public relations experience. Each additional year of approved work experience may be substituted for one year of required formal education.

SIGNATURES:

I have reviewed the content of the above job description with my supervisor.

_____ Employee's Name and Signature	_____ Date Reviewed
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Supervisor's Name and Title: Rebecca Lawrence, Director

I have discussed the work responsibilities outlined by this job description with the above employee(s).

_____ Supervisor's Signature	_____ Date Reviewed
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_____ Division of Personnel	_____ Date Approved
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