

MARKETING AND OFFICE MANAGER

MOCA TUCSON INSPIRES NEW WAYS OF THINKING THROUGH THE CULTIVATION, INTERPRETATION, AND EXHIBITION OF CONTEMPORARY ART.

Established by artists in 1997, MOCA is Tucson's and the Sonoran Desert's only museum devoted exclusively to contemporary art from around the globe. Housed in a repurposed neo-brutalist firehouse in Downtown Tucson since 2010, MOCA Tucson applies creative solutions to the problems of today and tomorrow through the vehicle of contemporary art. We create programming that is ambitious, innovative, and that is responsive to the wants and needs of our community. A pioneering museum of its kind, MOCA Tucson currently hosts rotating exhibitions by locally, nationally, and internationally renowned contemporary artists—critical exhibitions that spur dialogue and that foster empathy between artists and audiences. Our bold programming is highly engaging for diverse audiences and creates a welcoming, inviting space for visitors to learn more about the changing world we live in. MOCA Tucson is an important incubator and connector for contemporary art across the Southwest region and beyond.

SCOPE AND RESPONSIBILITIES

Reporting to the Executive Director and head of Development, the Marketing and Office Manager plays a key role in the museum's daily affairs, leading marketing and supporting development efforts while managing the museum's administrative affairs, including systems and data.

Responsibilities include, but are not limited to:

Marketing and Development:

- Strategizing and producing MOCA's marketing presence and calendar, including social media presence, posting on a weekly to daily basis, and responding to comments, direct messages, and tags
- Developing and producing community-driven events that advance MOCA's presence locally
- Producing and supporting development-driven events and initiatives
- Managing and growing facilities rentals
- Supporting and managing donor database
- Involved in envisioning website content and implementing updates
- May develop and manage volunteers corps

Office:

- Sourcing, procuring, and organizing supplies
- Managing office equipment and contracts
- Checking and managing mail and mailings

- Managing MOCA calendars
- Assisting with and/or managing MOCA email listserves and administrative accounts
- Managing and updating CRM (Neon) and contacts
- Managing and updating website
- Managing staff, interns, and contractors as needed
- Entering data to support Finance Director

QUALIFICATIONS

MOCA Tucson seeks an individual with passion and skill for deepening and growing the Museum's engagement with a wide variety of audiences, including in-person and online visitors, MOCA members, and donors. The Marketing and Office Manager must have strong interpersonal and organizational skills, be an excellent writer, and possess acumen with Microsoft Office. Expertise with CRM (currently Neon) or other donor management software a plus. Museum experience and/or Art History background a plus, but not a must. MOCA is looking for individuals who will bring new perspectives and ideas to our team, who are energetic and highly organized, who take direction but are self-motivated and deeply collaborative, and who are committed to MOCA's mission and growing its engagement with visitors near and far.

LOGISTICS

Full-time with generous benefits. Schedule may include evenings and weekends. Salary ranging from \$34,000 to \$37,000. Applications are currently being reviewed. To be considered send resume/CV, cover letter, and three references to Kate Green, Ph.D., Executive Director, MOCA, at kate@moca-tucson.org by **March 1**.

EQUAL OPPORTUNITY EMPLOYER

MOCA Tucson is an equal opportunity employer. No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of race, color, religion, sex, national origin, age, disability, veteran's status, socio-economic background, sexual orientation, or gender identity. This commitment applies to all areas of the work environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant merits and abilities.