



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2025-007	OPEN TO: General Public
ISSUE DATE: April 11, 2025	CLOSING DATE: April 25, 2025
TITLE: Communications Manager Range P98/ Title Code 06075	SALARY: \$70,000 - \$95,000
DIVISION: Council on the Arts	Location: Trenton, NJ

AGENCY INFORMATION:

The New Jersey State Council on the Arts, created in 1966, is a division of the NJ Department of State and a partner agency of the National Endowment for the Arts. The Council was established to encourage and foster public interest in the arts, enlarge public and private resources devoted to the arts, promote freedom of expression in the arts, and facilitate the inclusion of art in every public building in New Jersey. The Council believes the arts are central to every element we value most in a modern society, including human understanding, cultural and civic pride, strong communities, excellent schools, lifelong learning, creative expression, and economic opportunity.

JOB DESCRIPTION:

Working under the guidance of the Director of Communications, the Communications Manager is responsible for sourcing and creating high quality content designed to engage constituents and articulate the agency's mission and impact, while also uplifting the importance of the arts in New Jersey. The Manager communicates the value of the state's nonprofit arts sector to a diverse network of stakeholders including members of the public, grantees, elected officials, and state, regional, and national partners. Does other related work as required.

The ideal candidate is a creative, courteous, detail-oriented, and highly organized communications professional with strong time management skills, able to prioritize multiple projects and deadlines. This role requires a candidate who can build strong working relationships with managers and colleagues at all levels, work independently to meet deadlines, and adapt to changing situations with flexibility and patience. The ability to embrace diverse viewpoints and remain open-minded is essential for success in this position.

RESPONSIBILITIES:

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

- Prepares, edits, and distributes agency materials in print and/or electronic formats, including, but not limited to: newsletters, brochures, fact sheets, reports, news releases, and strategic plans
- Prepares and distributes information about the agency, arts in the state, and arts in general
- Acts as one of the first points of contact between the agency and members of the public
- Acts as staff liaison to the Department of State's IT Department, coordinating maintenance of the agency's website, ensuring consistent tone and relevant content

- Creates, edits, and distributes regular electronic newsletters, and other electronic communications tools, including social media
- Tracks and analyzes impact of digital outreach, including social media and newsletters
- Supports coordination and implementation of public events
- Contributes to a culture of creativity and collaboration, providing specialty-area insight in alignment with agency goals

REQUIRED QUALIFICATIONS:

- Understanding and interest in the mission of the NJ State Council on the Arts
- A Bachelor's degree in communications, public relations, arts administration, arts/fine arts, marketing, journalism, or related field, and three (3) years of professional experience in communications, public relations, arts administration, marketing, journalism, or related
- Proficiency and experience with MS Office; Canva; Constant Contact (or similar)
- Experience using social networking technologies in a professional setting
- Strong writing, editing, and proofreading skills

PREFERRED:

- Basic graphic design and video editing skills
- Proficiency and experience with Adobe Photoshop; Adobe Premiere Pro
- Experience working in or with the public sector
- Proficiency in multiple languages in addition to English, a plus.

NOTE: This role requires an in-person presence in Trenton in accordance with the State's hybrid work policy.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm ET on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer