



# Operations and Communications Manager Dallas Arts District

**Position:** Operations & Communications Manager  
**Classification:** Full-Time, Exempt  
**Reports to:** Executive Director  
**Schedule:** M-F 9:00-5:30 pm  
occasional weekends for events

**Salary:** Commensurate with degree/experience  
**Benefits** include Life, AD&D, Stipend for Medical, 401K with match, PTO, Paid Holidays, Sick Days, on-site parking  
**Address:** 750 N. St. Paul St. Suite 1630, Dallas

### How to Apply:

Please send résumé with references and a cover letter to Lily Cabatu Weiss, Executive Director, [lilyweiss@dallasartsdistrict.org](mailto:lilyweiss@dallasartsdistrict.org), with your **Last Name, Operations and Communications Manager** in the subject. For questions, call (214) 744-6639.

**Mission:** The Dallas Arts District is a coalition of artistic, educational, and commercial neighbors that work together to elevate the city’s creative and economic life through the support of a vibrant, diverse, and sustainable Arts District through advocacy, programs and events, and sustainable design.

**Vision:** The Dallas Arts District is a world-renowned urban destination that showcases how artists, arts and culture organizations, and the business community collaborate to create an inviting experience for locals and tourists alike.

### About the Dallas Arts District

Located in the northeast corner of downtown Dallas, the Dallas Arts District (DAD) is the largest urban arts district in the nation, spanning 118 acres. A nonprofit 501c3 organization, DAD is the primary steward and representative for the largest urban arts district in the nation, spanning 118 acres. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce offering a dynamic destination for locals and tourists alike while creating a fulfilling urban experience with integrated and exemplary artistic, residential, cultural, and commercial life. It was awarded a maximum 3-star rating by the prestigious Le Guide Vert – Michelin Green Guide and ranked #1 by USA Today’s 10 Best Arts Districts in the nation in 2024. For more information, visit [dallasartsdistrict.org](http://dallasartsdistrict.org).

### Equal Opportunity Employer:

The Dallas Arts District (DAD) is committed to building a culturally diverse staff and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information or any other characteristic protected by federal, state, or local laws.

### Position Overview

The **Operations and Communications Manager** supports the Dallas Arts District by raising awareness and promoting the organization through marketing supervision, special events/project management, media, partnerships and sponsorships. The Operations and Communication Manager is a versatile, self-starting project manager who is detail-oriented, able to multi-task, a relationship builder who possesses a strong work ethic in an independent and rapidly developing role. Excellent writing, organization and communication skills are required. The successful candidate will exercise discretion and independent judgment while supporting the Executive Director with the following:

### Operational Support

- Serve as the first point of contact of general district information
- Provide basic monthly bookkeeping services and reports working with the Executive Director, Board of Directors, and The Charity CFO (CPA Company) to ensure proper accounting principles in compliance with federal, state, and local legal requirements.
- Support management of Dallas Arts District part-time interns and volunteers
- Prepare required monthly and quarterly reports including but not limited to financial, marketing, and
- Serve as liaison with stakeholders, sponsors, artists, and vendors

### Marketing and Communications

- Manage updates to the website, e-newsletters through Jenn Sanchez Designs (JSD)
  - Update website content, featured events calendar with Go See DFW
  - Utilize basic knowledge of web CMS (WordPress): setting up featured event pages, editing content, adding images and videos, articulate problems with web developer
- Develop, distribute, and manage event media releases while maintaining and expanding database
- Work with the Marketing Committee and the Office of Special Events
- Coordinate and collaborate with *Patron Magazine*, marketing directors, and advertisers for the Annual Visitor Guide and meeting all requirements for a timely publication on August 1<sup>st</sup> including updating detailed district maps
- Manage and supervise all district social media while collaborating on new and innovative projects to engage audiences; use analytics to develop strategies to increase and monetize unique visitors

### Membership/Stakeholder Management

- Assist in creation and management of annual membership events
- Manage the master membership database
- Develop strategies to increase memberships
- Coordinate bi-annual stakeholder meetings
- Manage the notifications, invoices, and accounting for annual stakeholder dues, individual, and nonprofit members

### Event/Special Projects Coordination (with contract employees, interns, volunteers)

- Coordinate and supervise event logistics: street closures, police/security, event layout (booths, vendors/food trucks, etc.) according to the Office of Special Events permitting requirements
- Recruit and manage volunteers and interns, schedule and coordinate food trucks
- Maintain updated event credit for sponsors on all newsletters, website, and social media
- Create Letters of Agreement with vendors to ensure timely payments from vendors

### Dallas Arts District Foundation

- Manage the process for annual minigrants program and the online portal (Wizehive), update the applications as needed
- Organize the grants committee, evaluation process, and communication with applicants
- Monitor the grant program, payments, final reports, ensuring all requirements are followed

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### Requirements and Key Qualifications

- Bachelor's degree (or higher) in communications, arts, nonprofit administration, a related field or its equivalent in certifications or experience
- Positive relationship builder and team manager
- Flexible, creative, and efficient problem-solver with exceptional writing and communications skills
- Proficient Mac OSX and or PC
- Proficient in Microsoft Office, Office 365, Microsoft Teams/Zoom, QuickBooks Online including Excel
- Knowledge of HTML and CSS
- Knowledge of Search Engine Optimization (SEO), Social Media Optimization (SMO), Mailchimp (email marketing)
- Proficient in Website Content Management Systems (WordPress)

### Desired Qualification (not required)

- Bilingual (Spanish)
- Knowledge of donor/event management and processing systems
- Proficient in Adobe Creative Suite