

Dia:

Public Affairs Associate

Full-time

Dia Art Foundation
New York, NY

www.diaart.org

Dia is seeking a highly organized, detail-oriented individual to join the Foundation as Public Affairs Associate. This position serves as primary contact for press and public information by managing media and public communications for Dia's New York City and Beacon, New York museums and other existing facilities and programs. The Public Affairs Associate reports to Dia's Director of External Affairs and works with Foundation's development, curatorial, publications and special programs, education, visitor services, digital media.

Responsibilities include, among others, calendaring and writing all press releases and announcements for exhibitions, programs, and events; tracking departmental budget and assisting with budget planning; responding to press and public inquiries for information and materials; manage advertising and marketing; scheduling and facilitating press photo and film shoots; maintaining Dia's archive of press clippings; and managing media preview events for exhibitions and programs.

The ideal candidate will have 2+ years experience working in a museum, non-profit, or contemporary art gallery; strong writing and communication skills; knowledge of contemporary art; attention to detail and accuracy; strong computer skills, including working knowledge of Raiser's Edge database; and the ability to work independently. Knowledge of Photoshop and scanning and imaging systems desirable as well.

This is a full time position located in our New York City office (some travel may be required). Salary commensurate with experience. Dia offers a comprehensive benefits package.

Email, fax, or mail resume to: info@diaart.org (indicate "PA Asst Search" in subject heading); fax 212 989 4055; Public Affairs Associate Search, Dia Art Foundation, 535 West 22nd Street, 4th Floor, New York, NY, 10011. No phone calls or agencies please. EOE.