

MASSCreative is dedicated to uniting artists, creatives, cultural groups, and changemakers to advocate for a more inclusive and equitable creative sector accessible to all Commonwealth residents. We strive to secure increased public funding for arts and culture, ensure arts education for every child, preserve creative spaces, and elevate arts, culture, and creativity as significant issues in all Commonwealth elections.

MASSCreative seeks a **Campaign Manager** to lead our 2024 Create the Vote program. This role involves organizing, training, and mobilizing our grassroots network of cultural leaders and arts supporters. We are looking for an experienced campaigner who is capable of bridging political and regional divides within the creative sector. The ideal candidate will possess expertise in digital and community organizing and will report directly to the Director of Organizing.

Responsibilities:

- Co-plan and project manage the Create the Vote effort: a six-month initiative focused on energizing, networking, and exchanging strategies for running successful Create the Vote campaigns.
- Collaborate with communities to establish local Create the Vote campaigns for state legislative races.
- Maintain transparent communication with Create the Vote partners through regular email updates, meeting notes, schedules, and task management.
- Work closely with the Director of Organizing to develop and execute digital communication strategies.
- Manage the work calendar and shared drive for Create the Vote.
- Create content for and manage Create the Vote's social media accounts.
- Draft copy for website and email communications to Create the Vote organizing partners.

Qualifications and Assets:

- Experience in political campaigns or community organizing is essential.
- Proficiency with databases, MiniVAN, or customer relationship management software.
- Excellent written communication skills with the ability to tailor messages for various audiences.
- Strong organizational skills, including task management and project coordination.
- Detail-oriented with a focus on documentation.
- Self-motivated with the ability to work independently.
- Interest in arts and cultural advocacy and a commitment to social justice is preferred.

- Must be able to travel across the Commonwealth (mostly by car).

This is a contract position requiring regular attendance at Create the Vote programming meetings. The contract offers a monthly retainer of \$2,500 from June to December.

Location and Start Date:

MASSCreative's office is based in Boston, but candidates can occasionally work from home. Location is flexible depending upon required staff meetings or community gatherings at various locations in Massachusetts. The position will require 20-30 hours of work weekly, with increased hours expected from September to November for Get Out the Vote activities. The contract will commence in June 2024 and conclude in December 2024.

To Apply:

- Please submit a resume, cover letter, and writing sample to rcadet@mass-creative.org.
- The writing sample can be an email, social media post(s), social campaign, or communications email for an organization. Academic writing or essays are not accepted.
- All materials should be submitted as one PDF.
- Please use the subject title: CTV Campaign Organizer.

Questions:

For any inquiries about this position, please email rcadet@mass-creative.org.