



PARRISH ART MUSEUM

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Job Title: Marketing and Communications Coordinator

Date: March 13, 2026

Reports To: Deputy Executive Director

Salary Range: \$23-\$29.75 per hour

Status: Full-Time / Non-exempt

Compensation

The hourly rate for this position is **\$23-\$29.75/hour with an average 37.5 hour work week**. Rate will be commensurate with experience and qualifications.

The Parrish Art Museum offers a competitive benefits package that includes medical, dental, and vision coverage, paid time off, and participation in the museum's retirement plan.

Job Purpose

The Marketing and Communications Coordinator assists with the Parrish Art Museum's internal and external marketing and communications efforts, supporting exhibitions, programs, fundraising initiatives, and institutional priorities such as increasing visibility and reach. The role also supports donor communications (cultivation and stewardship initiatives).

Working closely with the Deputy Executive Director and the Parrish team across departments, as well as external Marketing and Communications advisors, this position is responsible for liaising between the external advisors and internal departments to execute marketing and press plans across the organization. This includes preparing content for public distribution, managing internal statistics, sharing information, and ensuring accuracy.

This is a highly collaborative, detail-oriented role that requires strong communication and writing skills, excellent organizational acumen, the capacity to manage multiple projects simultaneously, and a team player who collaborates effectively across departments. Due to the nature of the position and its cross-departmental responsibilities, this is an **on-site, in-person role**.



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Job Responsibilities

Communications and Content Support

- Liaise with external communications firm to provide information and assets for the execution of communications for exhibitions, programs, education initiatives, and development efforts, including newsletters, email campaigns, and social media.
- Coordinate the development and distribution of press releases for museum initiatives in collaboration with the Communications Advisor, and draft releases as needed, in close collaboration with Curatorial.
- Support the cultivation and management of relationships with local and regional press, with an emphasis on consistent local coverage and marketing efforts.
- Liaise with advertisers such as glossy magazines to ensure delivery on bartering and advertising agreements.
- Define marketing needs and timelines for museum initiatives, convene planning meetings, and support execution in collaboration with internal teams and the Communications Advisor.
- Place paid advertising, in coordination with the Communications Advisor.
- Work closely with Communications Advisor and external partners to provide assets for press and advertising coverage.
- Lead the production and creation of marketing materials supporting education programs, including grassroots outreach for initiatives such as Community Day
- Liaise with artists for production of promotional materials, such as video interviews.
- Organize and liaise with event photographers
- Manage communications and promotion for the Annual Fund campaign.
- Oversee the design and production of institutional materials, including the holiday card, calendars, postcards, annual reports, program brochures, and other printed materials.
- Consistently review and update the museum website as needed, ensuring content is current, accurate, and regularly reviewed; coordinate video and digital content production as needed.
- Provide proofreading and quality-control support for Development and Marketing materials to ensure consistency and accuracy.



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Internal Communications

- Assist Senior Staff in the consolidation of Board of Trustees materials for quarterly meetings, including packets and presentation decks.
 - Support Board-related scheduling communications.
 - Assist with internal communications including staff announcements, internal updates, and coordination of cross-departmental communications related to exhibitions, programs, and institutional initiatives.
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Donor and Development Support

- Assist development team in the preparation of donor-specific outreach and promotional materials.
 - Support major museum events as needed, including on-site event support.
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Administrative and Data Driven Support

Provide administrative support to Senior Management including:

- Scheduling meetings and coordinating calendars.
 - Handling administrative tasks as assigned by the DED or Senior Management
 - Run reports and develop a strong working knowledge of the Altru database to support data-driven decision-making and strategy for museum communications and marketing
 - Work with the Visitor Experience team to collect and analyze visitor data for the betterment of the communications and marketing, and coordinate updates to local event calendars.
 - Prepare marketing and press analytics for proposals, grants, and reports, including audience demographics, attendance data, and media coverage metrics.
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Qualifications

- Bachelor's degree preferred.
- Minimum of 2–3 years of experience in Marketing, Communications, or Development, preferably within a museum, nonprofit, or art-related organization.
- Proficiency in Microsoft Office Suite; experience with Blackbaud CRM (Altru) or similar database systems is a plus.



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- Excellent writing, communication, and organizational skills.
 - Ability to manage multiple priorities and deadlines with high attention to detail.
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Competencies and Success Factors

- Strong interpersonal skills and the ability to work collaboratively with Development and other museum teams.
 - Ability to work independently while effectively managing multiple tasks and responsibilities.
 - Familiarity with fundraising principles and practices is a plus.
 - A proactive, resourceful, and detail-oriented approach to handling tasks.
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Working Conditions

Work will be performed in a normal office environment with occasional need for attendance at museum events and donor-related functions.

The physical demands and work environment characteristics are representative of those encountered while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Interpersonal Communications

Strong communication skills are required to effectively interact with museum staff, donors, members, and external stakeholders.

Must maintain confidentiality and exercise discretion when handling sensitive donor information.

Schedule and Physical Requirements

This position is primarily performed on-site at the Parrish Art Museum and requires regular in-person attendance during standard museum business hours.



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Occasional evening and weekend work may be required to support museum programs, special events, donor functions, and exhibition openings.

The role may require the ability to sit, stand, walk, and use a computer for extended periods of time.

The position may occasionally require lifting or carrying materials related to marketing or event support (generally up to approximately 20 pounds), such as printed materials, signage, or event supplies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Mission and Institutional Values Alignment

The Parrish Art Museum seeks individuals who are aligned with the institution's mission and who demonstrate a commitment to advancing the Museum's role as a dynamic cultural resource for the East End community and beyond. The successful candidate will bring curiosity, professionalism, and an appreciation for the arts, and will contribute to fostering a collaborative and mission-driven organizational culture.

Disclaimer

The preceding description is not designed to be a complete list of all duties and responsibilities required of the position. The Parrish Art Museum reserves the right to modify responsibilities and expectations as organizational needs evolve.

About the Parrish Art Museum

The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives. Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a



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vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

The Parrish Art Museum is an equal opportunity employer.

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

To apply, please send a resume and cover letter to HR@parrishart.org.

The position will be open until filled. Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, the Parrish will contact you to schedule an interview. No phone calls, please.