



1224 Quincy St. NE - Minneapolis MN 55413 - 612.378.8888 - contact@alteredesthetics.org

Altered Esthetics is a non-profit community art gallery located in Northeast Minneapolis. We work to sustain the role of artists as a voice of society through our exhibits, events, services, workshops and programs.

Board Member Job Description

Title

Press and Community Relations Director

General Description

The function of the Press and Community Relations Director is to continue to develop the organization's reputation in the community, sending press releases, newsletters, and building relationships.

Compensation

Board positions are voluntary. Board members receive no monetary compensation for their services.

Time Commitment

Board members serve three year terms, roughly scheduled as follows. Year one: training/transition. Year two: development. Year three: recruiting, training and transition to incoming board members.

General Duties

Board members serve for a three year term, attending monthly board meetings and working with artists, volunteers and board members to serve and further Altered Esthetics' Mission.

Specific Duties Include

Facilitate Bike Map	Full Press Release
General Newsletter	Press - Get copies for archive/artists as needed
Maintaining Master Contact List	Update press page
Post Open Calls	Press - update show page
Maintaining Master Press List	Add to show media list
Press Releases	Add name/ addresses to mailing list as needed
Community Relations	Add name/ address to press list as needed
Posting Online	Assist Street Team Committee as needed
Open Call	Press - send thank-yous as is appropriate
Pre-press release	

Application Process

Board members are recruited annually as positions open. Open positions will be posted and application open to the public. To apply for a board position please submit a completed board application along with a cover letter to board@alteredesthetics.org or send to: Altered Esthetics, 1224 Quincy Street NE, Minneapolis MN 55413. Please note the specific position to which you are applying. Board applications can be submitted in advance and kept on file for the next available opening.