



**The Job: A Full Time or Part Time, Temporary Writer/Editor Anticipated Duration: 4-5 months**

ArtsWestchester is looking for a proven writer and editor with an interest in the arts to join our communications team during the maternity leave of our *ArtsNews* Editor. This is an opportunity to manage the production of a monthly arts newspaper and weekly arts(e)newsletters focused on cultural events and arts news of Westchester County, NY. We are seeking a flexible candidate with strong writing, copyediting and research skills.

**Responsibilities:**

- Train with *ArtsNews* Editor for a period of time prior to her maternity leave;
- Manage 4-5 months of *ArtsNews* issue outlines and planning;
- Write, assign, edit articles for each monthly issue of *ArtsNews*;
- Follow-up with affiliate arts organizations and artists/performers to conduct any interviews necessary for articles, as well as to obtain permissions/proper credits for high-resolution images ahead of time;
- Edit all editorial for newspaper, weekly *Arts(e)Newsletter* and other special publications, e-blasts, brochures, press releases as needed;
- Work directly with designer on production and upload of each issue of *ArtsNews*;
- Assist with and edit weekly *Arts(e)Newsletters* highlighting five top arts events in Westchester County in conjunction with Communication Associate;
- Ensure information is accurate;
- Work with Marketing Director to ensure all issue deadlines are met in a timely manner by advertisers, designers and editorial team;
- InDesign, MailChimp and Flickr/photography experience a plus;
- Work closely with marketing team to share information about featured arts events and arts news to be promoted via other communication platforms such as social media and web site.

**Job Type: Full-time or Part Time Temporary Position; Anticipated Duration: 4-5 Months**

**Experience:**

- Minimum 3 years writing and editing in a collaborative, deadline-driven environment. (Preferred)

**Education:**

- Bachelor's (Required)

**Location:**

White Plains, NY (Required); Some remote work may be possible.

**About ArtsWestchester:**

For over 50 years, ArtsWestchester has been the community's connection to the arts. The largest, private not-for-profit arts council in New York State, its mission is to provide leadership, vision and support to ensure the availability accessibility and diversity of the arts. ArtsWestchester helps fund concerts, exhibitions and plays through grants; brings artists into schools and community centers; advocates for the arts; and builds audiences through diverse marketing initiatives.

Please send cover letter, resume, writing samples, full time or part time preference and salary requirements to: Debbie Scates, Director of Marketing at [dscates@artswestchester.org](mailto:dscates@artswestchester.org). No phone calls please.