

# **Associate Manager,** **Communications & Outreach**

**Posted Date:** December 2025  
**Start Date:** ASAP  
**Title:** Associate Manager, Communications & Outreach  
**Department:** Public Engagement and Partnerships  
**Reports to:** Deputy Director, Public Engagement and Partnerships  
**FLSA Status:** Non-Exempt  
**Schedule:** Full-time

## **The Jewish Museum:**

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class exhibitions ranging from ancient to contemporary. Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum aspires to be the global leader at the center of Jewish culture.

The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum's thought-provoking, innovative, and intellectually stimulating exhibitions and education programs serve a wide range of audiences, including families, children and teens, students, educators, and visitors with disabilities. As an identity-based institution, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among wide audiences and especially in these challenging times. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

The Jewish Museum is committed to creating an inclusive and welcoming environment for all. Integrity, collegiality, and excellence are central to the Museum's values. These values, along with an institution-wide commitment to Diversity, Equity, Access & Inclusion (DEAI), are embedded in the Museum's strategic plan.



## **The Position:**

The Jewish Museum seeks a dynamic and mission-driven Associate Manager, Communications & Outreach to support media relations, institutional communications, digital content, and community outreach efforts. This role plays a key part in shaping the Museum's public voice, increasing awareness, and building meaningful relationships with media, audiences, and community partners.

The successful candidate will craft and implement impactful communications strategies that support the Museum's exhibitions, programs, and initiatives while fostering a deeper connection between the Museum and its audiences.

## **Responsibilities Include:**

### **Communications**

- Conduct research on media trends, journalist contacts, and competitor coverage.
- Assist in drafting, editing, and distribution of press releases, media alerts, and pitches.
- Serve as the Museum's primary contact with its outside media consultant, fielding requests and supporting their work.
- Track and compile media coverage, maintain digital and physical press archives, and update media lists and databases.
- Coordinate press requests, including image permissions, interview scheduling, and on-site media visits.
- Support social media and digital content initiatives in collaboration with the digital team, including copywriting and content planning.
- Help prepare press materials and media kits for exhibitions, events, and institutional announcements.
- Assist with logistics, organization and staffing for press previews, special events, and public programs at the Museum.

### **Digital Content, Social Media, and Website**

- Establish and maintain a consistent content calendar that aligns institutional priorities, exhibition schedules, and programming.
- Identify and support the production of multimedia content including short videos, photo posts, and digital features for the Museum's social media and other media channels.
- Manage the Museum's website content in coordination with the Director of Marketing, i.e. ensure that web content is clear, accessible, visually engaging, and consistent with institutional branding and standards.

### **Community Outreach & Engagement**

- Cultivate relationships with cultural organizations, museums, community groups, to promote Museum offerings and encourage audience development.



- Identify opportunities for the Museum to increase its audiences and support efforts to expand diverse audiences

#### **General**

- Provide administrative support as needed, including calendar management, meeting coordination, and internal communications.
- Perform other duties as assigned in support of the department's goals.

#### **Requirements:**

- Bachelor's degree in Communications, Journalism, Public Relations, or a related field, or equivalent education and experience
- Minimum 3 years of professional experience in communications or public relations, preferably in a cultural, arts, or nonprofit setting.
- Strong interest in visual art, Jewish culture, and museum work.
- Excellent writing, editing, and verbal communication skills.
- Demonstrated success in working with media to secure meaningful coverage.
- Experience with content management systems and social media platforms.
- Proficiency in tools like Canva, Adobe Creative Suite, and Google Analytics.
- Basic understanding of digital accessibility and best practices for web publishing.
- Strong interpersonal skills and ability to collaborate across departments and with external partners.

**Salary Range: \$60,000 – \$70,000**

#### **Send Resume with Cover Letter To:**

**Director, Human Resources**  
**The Jewish Museum**  
**1109 Fifth Avenue**  
**New York, NY 10128**  
**Email: [jobs@thejm.org](mailto:jobs@thejm.org)**

***The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.***

*This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.*

