CREATIVETIME

HEAD OF COMMUNICATIONS

(HYBRID, NEW YORK, NY)

Do you have a finger on the pulse of art and culture, a sharp editorial eye, and a knack for translating ambitious ideas into content that resonates? Creative Time is looking for a Head of Communications to bridge the narratives of our past, present, and future, and connect artists' visions with the broad and diverse public audiences of New York City and beyond. If you're a natural storyteller who loves a great headline and isn't afraid to push creative boundaries, keep on reading.

ABOUT THE ROLE

Creative Time seeks a full-time **Head of Communications** to join our team. An integral member of the organization, the Head of Communications will direct Creative Time's public-facing and internal communications with a focus on narratives that connect our artist-led commissions, programming, and events with the broader public. The Head of Communications reports to the Director of Advancement, oversees the Communications Coordinator, and will liaise with the Executive Director on all major initiatives. The individual in this role is responsible for working collaboratively across all departments, acting as a liaison between programming, communications, and development teams to articulate the ambitious work that we do, expand our reach with public audiences, and deepen our connections within the arts and cultural community through compelling messaging around the work that we do.

RESPONSIBILITIES

- Develops overall communications strategy and leads all communication-based needs for the organization, driving timelines and maintaining cross-departmental systems
- Translates leadership, curatorial, and artists' vision into accessible and timely language, and stewards collaborative dialogue across departments
- Shapes new narratives that connect back to the organization's 50+year legacy of working with artists contributing to the dialogues, debates, and dreams of our time
- Refine and maintain Creative Time's voice and visual identity across all external communications, including, but not limited to, social media, newsletters, website, and printed and interpretive materials, for all programming and events

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- Ensure that the organization's voice and visual identity are also maintained across internal materials, including project decks, grants, and communications related to donors, board, and staff
- Update and maintain the organizational Style Guide and trains team members on institutional messaging
- Work collaboratively with Head of Projects, Director of Advancement, the curatorial team, artists, and our PR firm (DLX) to lead all aspects of communications for each project and event, from early ideation around storytelling, to graphic assets, communications calendar, core messaging, press placement, and documentation
- With the Director of Advancement and Executive Director, liaise with PR firm on media strategy and press engagement around all initiatives; and work to identify unique media opportunities and partnerships
- For events, work collaboratively with Director of Advancement, DLX, and partners on a communications strategy to include shot lists, face books, event photography, marketing, and pre and post event communications with all partners
- Manage the Communications budget with guidance from Director of Advancement and support from the Communications Coordinator
- Oversee maintenance and updating of inventory and content for Creative Time's online shop with support of Communications Coordinator, as well as lead campaigns for merchandise sales
- Collaborate across departments on the maintenance of CRM database (Salesforce), including the creation and maintenance of various tags and campaigns
- Prepare supporting and follow up materials for Board and Communications Committee meetings

REQUIREMENTS

- Has 7-10 years of writing, editorial, and/or communications experience, ideally with an arts and culture-based or mission-driven organization
- Have a track record as a strong writer and highly discerning copyeditor and typo-catcher with a careful, confident, and precise working style
- Possess excellent organizational and communication skills (verbal, written, and presentation)
- Ability to build and maintain positive relationships with external press and communications teams across industry; strong relationships with press and communications teams across New York City a plus

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- Strong digital skills, including HTML knowledge, and comfort with Craft CMS, Adobe Creative Suite, Microsoft Office Suite, Google Analytics, Google Workspace, and an understanding of CRM databases (Salesforce) and e-commerce platforms. Basic graphic design skills are a plus
- Strong knowledge of social media platforms, awareness of best practices and trends, and a desire to innovate within these formats
- A highly organized and motivated team player with an understanding of and interest in socially-engaged issues, public art, pop culture, and New York City
- A skilled problem solver who can think creatively, holistically, collaboratively, and quickly guide pivots when faced with obstacles
- Capable of maintaining poise and order while juggling tasks across multiple initiatives and working cross-departmentally
- Understanding of the arts and culture landscape in New York City and beyond is a plus
- Sense of humor, threshold for risk, and an embrace of the irreverent is essential

COMPENSATION

This is a full-time, non-exempt, permanent position with a salary of $85,000-95,000, depending on experience. The organization offers generous holiday and time-off benefits to all employees with medical, dental, and vision benefits (100% of the employee's portion is covered) and 403(b) participation available upon start.

HOW TO APPLY

Interested and qualified candidates should submit a cover letter and resume detailing your relevant background and skills, plus two reference contacts, as one PDF document. Candidates are encouraged to apply immediately in order to receive the fullest possible consideration.

Email materials as a single PDF document to jobs@creativetime.org with the subject line: "2026 Head of Communications." No calls please.

Creative Time is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion or creed, gender, gender identity or expression, familial status, sexual orientation, disability, national origin, ability, age, arrest or pre-employment conviction record, or military status.

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Our work at Creative Time is inherently political, social, and invested in the global justice movements of our time. It is also fun, experimental, and often very delightful. We value individuals who embody those values, backgrounds, and lived experience.

LOCATION

This hybrid position works Monday through Friday, 10am-6pm, with the ability to work from home on Mondays and Fridays. Tuesdays through Thursdays are in-office days at our East Village Manhattan office. This position requires the ability and willingness to work occasional evenings and weekends to attend and work events.

DEADLINE

Application deadline is November 9, 2026. Candidates are encouraged to apply immediately in order to receive the fullest possible consideration.

TIMELINE

Shortlisted candidates will be contacted by November 18, 2026, with interviews scheduled in late November through mid-December. Anticipated start date is January 2027.

ABOUT CREATIVE TIME

Creative Time is a public arts organization that works with artists to contribute to the dialogues, debates, and dreams of our times.

Since 1974, Creative Time has commissioned and presented over 350 ambitious public art projects in partnership with thousands of artists and organizations throughout New York City, across the country, around the world—and even in outer space. Its work is guided by three core values: art matters, artists' voices are important in shaping society, and public spaces are places for creative and free expression.

Creative Time is acclaimed for the innovative and meaningful projects it has commissioned, from *Tribute in Light* (2002), the twin beacons of light that illuminate lower Manhattan annually on the anniversary of 9/11, to Kara Walker's powerful sugar-sphinx, *A Subtlety*, at the Domino Sugar Factory (2014), Pedro Reyes's *Doomocracy* (2016), a theatrical haunted house of political nightmares at the Brooklyn Army Terminal, Chloë Bass's *If you hear something, free something* (2025), a sound work in MTA subway

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stations throughout NYC, and so much more. Though based in New York City, Creative Time touches millions, both nationally and internationally, through initiatives like the Creative Time Summit, which has been presented in a variety of locations including Venice, Stockholm, Washington, D.C., and Miami. Creative Time is committed to presenting important art for our times and engaging broad audiences that transcend geographic, racial, and socioeconomic barriers.