



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director of Communications and the Arts
<b>DEPARTMENT:</b>	Laity Lodge
<b>REPORTS TO:</b>	Executive Director of Laity Lodge
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Exempt
<b>HOME LOCATION:</b>	<b>Kerrville, Texas</b>

**POSITION SUMMARY:** The Director of Communications and the Arts provides support to the Executive Director by assisting in the creation, design, and occasional facilitation of programs, providing oversight of all communication and branding efforts, and representing leadership of all arts initiatives. The role supports oversight of the annual budget, tracks and analyzes data, and provides appropriate feedback, analysis, and strategy across the program.

**PROGRAM MISSION:** Laity Lodge (LL) is an ecumenical Christian retreat center established as a place to encourage the laity, the people of God. As part of The H. E. Butt Foundation, Laity Lodge brings together scholars, theologians, musicians, artists, and guests into a unique environment of beauty, hospitality, and mindfulness for the purpose of encouragement and renewal. We seek to inspire the imagination of individuals to be agents of shalom in the world.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

#### Program Development

- Contribute to the planning and development of the retreat calendar
- Assist with the development of Laity Lodge cohorts
- Oversee the residency program
- Organize and produce special events for the Lodge
- Participate to discernment of Laity Lodge partnership groups

#### Communications

- Create monthly communications offerings (i.e., newsletter)
- Oversee social media strategy
- Coordinate the production of occasional video assets
- Develop inward facing communications and storytelling efforts

#### Brand & Merchandising

- Curate retail and merchandise offerings
- Supervise hospitality accoutrement
- Manage facility furnishings and equipment decisions

## Arts

- Curate Cody Center exhibits
- Curate and manage art installations
- Manage permanent art acquisitions
- Manage Artist Residency candidates

### **QUALIFICATIONS:**

- Bachelor's Degree in the Humanities or Social Sciences
- At least 10 years of experience in Leadership with program operations in faith-based setting preferred

### **COMPETENCIES-Knowledge, Skills, and Abilities:**

- Strong Leadership
- Excellent Communication skills
- Excellent Written Communication
- Understand business acumen
- Strategic Thinking abilities

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

#### Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. This position may require standing for 8+ hours at a time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates both in a professional office environment and in a camp or retreat setting. Will experience outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE