

HoustonfirstSM

Job Posting

Position:	Corporate Communications Manager
FLSA:	Exempt
Department:	Marketing & Communications
Reports to:	Director of Corporate Communications
Reporting Location:	Partnership Tower - 701 Avenida de las Americas
Workdays & Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.

Summary: The Corporate Communications Manager will provide support and assistance in the strategic planning, management, execution and monitoring of Houston First's external corporate communications program. This person will collaborate closely with various HFC departments, brands, leadership, employees and stakeholders to help engage, connect and inform external audiences through a variety of platforms. This includes developing content, messaging, executive communication, corporate publications, and leveraging relationships cultivated with trade and traditional media to build positive brand awareness and support HFC corporate goals.

Essential Duties and Responsibilities: (individual duties, assignments and responsibilities required of the position)

- Work closely with local, regional and national influencers, trade and traditional journalists to promote the Greater Houston area, HFC and its assets, facilities, destinations, projects and events.
- Responsible for developing and pitching story ideas, and coordinating press visits (Fams) for media covering HFC and its assets; this includes meetings and related industries.
- Work in conjunction with contracted PR firms to establish contacts with media from traditional and trade outlets to maximize online, print and broadcast coverage for Houston, HFC and all of its assets.
- Develop and distribute content across multiple platforms, including HFC network of websites, press releases, marketing collaterals, publications, social and digital media, etc.
- Assist in maintaining HFC editorial calendar.
- Monitor and regularly report on media efforts, including those provided by contracted PR firms to assist with tracking of media clips, and media activity for HFC, and its assets.

- Assist in creating and maintaining media distribution lists with support from PR software like Cision or TrendKite.
 - Work with internal departments and Houston First assets (e.g. GRB, Theater District, Avenida Houston, etc.) to increase positive media coverage of news worthy developments, activations, events, projects, etc.
 - Assist HFC departments with communications and media-related needs, as well as with securing external vendors such as photographers, video suppliers/platform managers, artists, etc.
 - Take photographs/video or assist in getting photographic images or video for internal and external use.
 - Assist in executive communications, including speech writing, talking points, messaging, presentations, script writing, statements, media training, etc.
 - Oversee editorial direction, writing/editing, and production of corporate publications.
 - Participate in budget planning and allocation for corporate communications division.
 - Travel with marketing and corporate communications staff when necessary to trade shows, media missions, press conferences and conventions.
 - Other duties and special projects as needed to support marketing and corporate communications.

Supervisory Responsibilities: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibilities

Education and/or Experience: (special training, certifications, college degree, etc.)

- Bachelor's Degree in Journalism, Communications, Public Relations, Marketing or related field
- Five to seven years of related experience.

Knowledge, Skills and Abilities: (technical, communication, interpersonal, etc.)

- Excellent writing ability
- Strong project management and event planning knowledge
- Excellent oral communication skills
- Portfolio that demonstrates strong writing skills
- Familiarity with the Greater Houston area, its activities and offerings a plus
- Excellent time management skills and demonstrated ability to deliver multiple projects on time
- Proficiency with Microsoft Office applications, Outlook email and the Internet
- Valid driver's license and clear driving record are required

Work Environment: (overtime, travel, physical demands, and conditions)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.
- Some travel is required (approx. 20%)

The above information in this job description has been designed to indicate the general nature and level of work performance by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

ANNUAL SALARY: Commensurate with experience

POSTING DATE: October 22, 2019

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.