

## **GALLERIA RAFFAELLA CORTESE**

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Galleria Raffaella Cortese is currently offering a **PR and Communication Manager** position.

The position is full time and involves managing both online and offline communication.

Responsibilities of the position include but are not limited to:

- Coordinating all public relations activities.
- Developing a marketing communications plan including strategy, goals, budget and tactics.
- Developing a media relations strategy, seeking high-level placements in print, broadcast and online media.
- Creating and planning newsletter and advertising with relative follow up.
- Creating and planning of social media content (Facebook, Instagram).
- Drafting of press releases and texts to be sent to newspapers.
- Direct contact with journal managers and journalists.
- Daily monitoring of outputs, press review and related enhancement.
- Managing of the mailing list.
- Managing and planning of events (press conferences, press days, openings and cultural events).

Requirements:

- Proven working experience in public relations.
- Exceptional writing and editing skills.
- Solid experience with social media including blogs, Facebook, Instagram, etc.
- Event planning experience.
- Excellent command of spoken and written English.
- Informatic skills: Mac Os X, Office (Excel, Word, Powerpoint), Adobe Creative Suite (Adobe Indesign, Adobe Photoshop, Adobe Illustrator), FileMaker, Mailup.

Please submit a CV and cover letter to [\*\*galleria@raffaellacortese.com\*\*](mailto:galleria@raffaellacortese.com) with **PR AND COMMUNICATION MANAGER** in the subject box.

**Reply just in case you have the described requirements.**