Job Title: Creative Content Coordinator  
Type: Full Time  
Organization: ProMusica Chamber Orchestra  
Salary Range: $38,000 - $42,000  

Position Opportunity:  
ProMusica Chamber Orchestra seeks an enthusiastic, highly motivated, and driven marketer to support the organization’s marketing and communication initiatives. The role requires a strategic thinker with an eye for design and passion for creative storytelling through digital platforms, to help drive goals of increasing attendance, awareness, and engagement. Reporting to the Director of Marketing, this position serves as the social media manager and primary content creator and assists with any other production and various day-to-day needs within the Marketing department.  

Essential Responsibilities:  
Digital Media  
• Serve as the primary manager of all social media accounts, creating content and schedules  
• Coordinate with internal teams to plan and produce content for social media campaigns  
• Create high-quality, engaging, and shareable content, including written articles, social media posts, Instagram Reels, YouTube videos, images, and more  
• Plan and execute mass email marketing campaigns  
• Work closely with contracted partners to facilitate digital advertising campaigns  
• Maintain content and manage updates for ProMusica’s website  
• Identify opportunities to expand digital marketing efforts to help achieve goals  

Other Duties  
• Work closely with Ticketing & Patron Services Manager for management of lists  
• Represent ProMusica at concerts and events  
• Other general administrative duties as required  

Qualifications:  
• Bachelor’s degree preferred and 2+ years of experience in marketing and communications or video production and photography
• Experience in content creation and engaging storytelling for various digital media platforms in various formats
• Excellent written and verbal communication skills with strong attention to detail
• Knowledge of design principles and experience working with InDesign, Photoshop, and Canva
• Strong video editing skills for both short and long form video content utilizing various apps and Adobe Premiere
• Photography and videography skills are a plus
• Strong project management skills
• Enjoy working with people
• Comfortable working in a fast-paced, rapidly changing environment
• Knowledge of orchestral and classical music is a strong plus
• Flexibility to work outside regular office hours for concerts/events, with reliable access to a vehicle for transportation needs

To Apply:
Please email a cover letter, resume, and 2-3 work samples (including at least one video sample and one design sample) to Brittany Lockman, Director of Marketing, at blockman@promusicacolumbus.org. No phone calls, please. The deadline to apply is July 30, 2023.

About ProMusica:
ProMusica is 37 musicians from all over the country who are redefining what it means to be a chamber orchestra. Led by Music Director Danzmayr and Creative Partner, renowned violinist Vadim Gluzman, our vision is to engage, inspire, and connect people to the world around them through the joy of ProMusica. The orchestra both honors the classical traditions and champions the contemporary, with a deep commitment to new works, commissions, and premieres. www.promusicacolumbus.org

ProMusica does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.