



CHAMBER ORCHESTRA
DAVID DANZMAYR, MUSIC DIRECTOR

Marketing Coordinator

Position Opportunity:

ProMusica Chamber Orchestra seeks a full-time Marketing Coordinator to join our dynamic team in supporting a successful marketing and audience development strategy to drive earned revenue growth and brand awareness. Reporting to the Director of Marketing, the Marketing Coordinator will play a key role in digital marketing, content creation and management, audience engagement, and marketing operations. This role requires strong organizational skills, creativity, and ability to manage multiple projects in a fast-paced environment. This position is a full-time salaried exempt position with full benefits package available. All are encouraged to apply.

Core Responsibilities:

Digital Marketing & Content Management (50%)

- Manage all social media channels (organic and paid), including:
 - Content ideation, creation, and calendar planning
 - Posting, audience engagement, and interaction
 - Performance evaluation and reporting
- Capture and edit photos and videos at events for promotional purposes
- Manage all updates to the organization's website
- Create and distribute e-blasts
- Organize and maintain digital assets (photos & videos), including a current press kit with approved assets for various programs

Audience Engagement & Box Office (25%)

- Develop, track, and promote targeted ticket offers
- Coordinate outreach efforts for audience development
- Create targeted mailing lists for promotions
- Manage data uploads and updates to contacts in databases
- Be cross trained on Tessitura CRM system for ticket sales, to serve as point of contact for ticket sales in the event that the Box Office Manager is absent

Marketing Operations (25%)

- Oversee the production and printing process of the program book, including:
 - Collecting and editing content
 - Preparing materials for the designer
 - Reviewing drafts, providing edits, and coordinating print production & delivery
 - Manage sales of advertising space
 - Coordinate marketing table and programs for all concerts and events
 - Maintain a physical archive of print materials for each season
 - Oversee merchandise inventory, ensuring availability and tracking sales
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ProMusica

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Qualifications:

- Bachelor's degree preferred and/or 1+ years of proven experience in arts marketing and communications including social media management
- Experience in content creation and engaging storytelling for various digital media formats
- Excellent written and verbal communication skills with strong attention to detail
- Knowledge of design principles and experience with Adobe Creative Suite and Canva
- Strong video editing skills for both short and long form video content utilizing various apps and Adobe Premiere Pro
- Photography and videography skills are a plus
- Dependable with strong project management skills
- Enjoy working with people
- Comfortable working in a fast-paced, rapidly changing environment
- Knowledge of classical orchestral music and/or the performing arts is a strong plus
- Flexibility to regularly work outside regular office hours for concerts/events, with reliable access to a vehicle for transportation needs

Benefits:

- Full-time salaried exempt position
- Salary range: \$35,000 - \$40,000 based on experience
- Health, Dental, and Vision benefits
- 401k Retirement Plan
- Paid holidays, vacation, sick time

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, with 72 commissions, and over 120 premieres to-date. To read more about the orchestra, please visit www.promusicacolumbus.org.

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. Applications will be accepted until the position is filled.

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.