



CHAMBER ORCHESTRA
DAVID DANZMAYR, MUSIC DIRECTOR

Marketing Coordinator

Position Opportunity:

ProMusica Chamber Orchestra seeks a full-time **Marketing Coordinator** to support a successful marketing and audience development strategy. This position will play a key role in digital marketing, content creation and asset management, and day-to-day marketing logistics. This role requires strong organizational skills, creativity, and ability to manage multiple projects in a fast-paced environment. This is a full-time, exempt position currently following a hybrid work model with 4 days per week in the office. Attendance at concerts (approx. 2-4 nights/month) is required.

Ideal Candidate:

This position is ideal for someone at the start of their marketing career who's eager to learn, grow, and jump right in. The perfect candidate is a self-starter with a creative mindset – proactive in solving problems and taking initiative to get things done. You come prepared, thrive in a fast-moving environment, and take pride in the small details that make a big difference. You are passionate about the arts and appreciate being part of a collaborative team. You're tuned in to digital trends, curious about what's resonating on social media, and ready to bring new ideas that help ProMusica reach and connect with new audiences. If you're looking for a role that blends organization, creativity, and the thrill of live performance, this opportunity is made for you.

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
- Create and distribute marketing email blasts
- Manage all updates to the organization's website
- Organize and maintain digital assets (photos & videos), including a current press kit with approved assets for various programs

Marketing Operations (50%)

- Work with box office staff to coordinate outreach efforts for audience development
 - Develop, promote, and track success of targeted ticket offers and promotions
 - 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 concert season
 - Oversee merchandise inventory, ensuring availability and tracking of sales
 - Other duties as assigned by the Director of Marketing
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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
- Health, Dental, and Vision benefits
- 401k Retirement Plan
- Paid holidays, vacation, sick time

What we offer:

- The opportunity to contribute to a nationally recognized, mission-driven orchestra.
- A collaborative and dynamic work environment where all contributions are valued.
- The chance to play a key role in supporting a leading arts organization.

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 73 commissions, and over 130 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 (if available) to Brittany Lockman, Director of Marketing, at blockman@promusicacolumbus.org. Work samples can include examples of digital content creation, writing sample for email marketing, or social media campaigns. 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.