



Marketing and Development Associate

Mobile Symphony, Inc.

JOB DESCRIPTION

Marketing Duties – Collaborate with advertising agency to develop and implement marketing campaigns:

- Assists in developing and implementing campaigns and designs for memberships, concerts, and season
- Maintains marketing/advertising/social media calendar and schedule
- Tracks marketing expenses and develop annual budget
- Manages Mobile Symphony, Mobile Symphony Youth Orchestra and Mobile Symphony Education social media pages
- Creates new ways to market MSO to new audiences via social media
- Manages and produces video interviews with Music Director and guest artists for social media
- Manages Vimeo account with concert videos
- Manages live-stream education concerts
- Develops paid and organic social media campaigns for Facebook, Twitter, and Instagram
- Manages and keeps website up to date
- Resolves or notifies IT in order to resolve website marketing issues
- Develops and delivers marketing/social media report at board meetings
- Manages and coordinates volunteer opportunities

Assistant to the Development Director – Provide assistance to the Development Director by providing support in the following areas:

- Assists with compiling grant reports
- Assists in direct mail campaigns/correspondence
- Assists with special projects as needed
- Assists with donor events
- Donation entry
- Clerical duties as needed
- Concert production duties as assigned

REQUIREMENTS

- Bachelor's Degree, preferably in business or related degree
- High level of self-motivation and willingness to work hard
- A strategic thinker and problem solver
- Detail oriented
- Enthusiasm for interacting with customers on a daily basis
- Excellent phone and customer service skills
- Understanding and appreciation for the work of the organization
- Creative and analytical capabilities
- Ability to learn quickly and on the job, especially with unfamiliar technology
- Strong written and verbal skills
- Proficiency in MAC and PC operating systems
- Experience with Google and website analytics
- Excellent interpersonal skills and ability to work as part of a team
- Ability to handle confidential information
- Available for night and weekend work, as required - concert weekends are required
- Ability to occasionally move objects weighing 20-30 pounds
- Experience using Microsoft Word, Excel, InDesign, and Adobe Creative Suite

HOURS and BENEFITS

- Full time
- 40 hours per week with comp time earned for off-hours events
- Comprehensive health insurance coverage
- Retirement plan
- Paid vacation and sick leave
- Compensation commensurate with experience and skills
- Mobile Symphony cell phone to manage social media

To APPLY

Submit cover letter and resume to: jobs@mobilesymphony.org