

**Position Summary:**

Symphony San Jose is seeking a Marketing Design Coordinator to join its dynamic team. This part-time position supports the graphic design needs of the Symphony and assists the Marketing Director in executing marketing and sales strategies that drive brand relevance, enhance community engagement, and meet audience development and sales goals.

**Key Responsibilities:**

❑ **Content Creation**

- Under the supervision of the Marketing Director, coordinate the production of promotional and administrative collateral (e.g. program books, brochures, flyers, posters, postcards, print and digital ads, ticket order forms, banners, envelopes, etc.), overseeing tasks including design, order placement, production, and delivery
- Collaborate with senior staff to produce materials for other departments (e.g. Development campaigns, Executive projects)
- Distribute promotional materials (e.g. flyers, posters, coasters, stickers, etc.) for performances and education/community programs to partners, libraries, restaurants, bars, schools, and other community venues
- Create and manage content for the Symphony social media channels (Instagram, Facebook, YouTube, LinkedIn, website, etc.) in alignment with established brand guidelines and tone of voice, ensuring engaging and consistent messaging across platforms

❑ **Sales Support**

- Develop and implement group sales strategies focused on enhancing participation from senior centers, service organizations, schools, and local businesses
- Identify and develop partnerships with local businesses and organizations to actively sell advertising space in Symphony program books
- Provide in-person and phone support to patrons seeking to purchase single tickets, subscriptions, gift certificates, and SoundCheck passes, serving as the primary back-up to the Patron Services Manager
- Create, schedule, and present results of post-performance patron surveys and e-mail campaigns

❑ **Performances & Events**

- Take part in concert and event activities as needed, including but not limited to event set-up/decorating, front-of-house/pre-concert activity management, merchandise/information table staffing, photography/videography, and patron interviews
- Assist in managing the Student Ambassador program and other volunteer opportunities

❑ **Other Duties as Assigned**

**Qualifications:****❑ REQUIRED:**

- Bachelor's degree in Marketing, Communications, Graphic Design, or related field
- Minimum of two years of experience in a similar role
- Proficient in Adobe Suite (strong knowledge of InDesign), and common social media platforms
- Experience in brand management and digital design
- Self-starter with excellent problem solving, organization, and communication skills
- Ability to work occasional nights and weekends

**❑ PREFERRED:**

- Knowledge of classical music, orchestral repertoire, or other performing arts
- Event planning and production experience
- Experience with ticketing systems
- Experience with website content management systems (WordPress)
- Video and Photography skills

**Job Details:**

Status: Part-time, non-exempt, averaging between 20-30 hours per week.

Salary: \$24.00 - \$29.00 / hr

Location: On-Site. Tuesdays, Wednesdays, and Thursdays (non-performance weeks); three days to include performances and/or event days/nights (performance weeks)

**To Apply:**

Please send resume and portfolio of three work samples to [jobs@symphonysanjose.org](mailto:jobs@symphonysanjose.org). Please put "Marketing Design Coordinator" in the subject line.