

SEATTLE OPERA.

MARKETING & COMMUNICATIONS COORDINATOR

SCOPE AND PRINCIPAL ACCOUNTABILITIES

This full time, hourly position reports to the Digital Marketing Manager. The Marketing & Communications Coordinator is responsible for a variety of tasks in the Marketing and Communications department to support the overall goals of the company. This position will write, build, and deploy emails; produce and post social media content; coordinate, capture, and/or edit photography and videography; communicate directly with members of the production team and artists for scheduling of photo or video capture; and provide support wherever needed in the Marketing Department.

PRIMARY DUTIES

- Write, build, and deploy emails for many marketing and education programs, especially those having to do with sales offers.
- Coordinate Instagram stories, Instagram takeovers, and SO production-specific content creation as assigned to support awareness and sales. Duties may include taking photos, filming videos, and/or editing raw photos or footage as assigned.
- Manage student/senior rush advertising on all channels (print, online, email, website).
- Serve as primary Marketing liaison with Stage Management and Production for photo/video scheduling and coordination. Organize, negotiate, and hire photographers and videographers for performances, events, rehearsals, and other activities. Provide on-site oversight as needed.
- Receive, store, and manage Seattle Opera media and fulfill photo and video requests from staff, agents, opera companies, and others according to contracts with photographers. Provide credit guidelines for usage.
- Secure photos from other opera companies for Seattle Opera marketing and communications use.

- Keep Seattle Opera events up to date on various online calendars throughout Puget Sound and the opera world.
- Edit and proofread marketing and communication pieces.
- Provide prompt, helpful replies to patrons who email seattle.opera@seattleopera.org, message SO on Facebook, and contact SO on Twitter.
- Provide general administrative support to marketing team members including but not limited to maintaining current print and email schedules, receiving and distributing print materials, entering purchase orders, processing invoices, and performing general office work such as printing/copying/filing/ mailing.

DESIRED ATTRIBUTES

- Excellent written and verbal communication skills, including some copywriting.
- Team player, detail oriented, and self-motivated with ability to multi-task.
- 1+ year in marketing or communication position in similar organization.
- Experience with social media, especially Instagram Stories.
- Intermediate skill in Microsoft Office Word and Excel.
- Comfortable dealing with digital media. Basic photo/video editing skills helpful.
- Tessitura software experience helpful but not required.
- Experience in and love of theater and the arts preferred.

SPECIAL REQUIREMENTS

- Must be available for evenings and weekends as needed for special events, photo/video shoots, and opera performances, for which employee will make own, suitable transportation arrangements and receive transportation reimbursement according to company policy.
- Must be comfortable talking to customers, artists, and the public.

COMPENSATION AND FLSA STATUS

Hourly, Non-Exempt. \$17-19/hour. Comprehensive benefit package includes company paid medical, dental, life, and disability insurance; participation in retirement plan; and discounted parking or free monthly ORCA pass.

APPLICATION

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with “Marketing & Communications Coordinator” in the subject line.