



MARKETING COORDINATOR

Colorado Symphony Association | Job Description

Title: Marketing Coordinator

Department: Marketing

Reports To: Head of Marketing

Classification: Full-Time, non-exempt

Compensation: \$23.00-\$25.00 hourly, commensurate with experience

About the Colorado Symphony

The Colorado Symphony is one of the most celebrated orchestras in the United States, presenting more than 50 performances annually from its home at Boettcher Concert Hall in Denver. We are in an active period of growth, investing in new marketing capabilities and partnerships to expand our audiences and deepen our connection to the community. This is an exciting time to join our team.

Position Profile

The Marketing Coordinator is a versatile, hands-on role that supports the Colorado Symphony's marketing department across a wide range of functions. From helping produce patron communications and maintaining our website to representing the organization at concerts and community events, this person will be a visible, active contributor to how the Symphony shows up in the world. We're looking for someone early in their marketing career who brings strong writing skills, genuine initiative, and an eagerness to learn across disciplines. The scope of this role is intentionally broad, and we expect it to evolve as the department and the candidate grow together.

Essential Duties and Responsibilities

Patron Communications & Email

- Assists in the writing, editing, scheduling, and distribution of the Symphony's patron email communications, including concert announcements, promotional campaigns, and audience newsletters.
- Learns and becomes cross-trained in the full email production process so the department maintains consistent, reliable communications even during busy periods.
- Helps maintain audience list organization and supports basic segmentation as directed.

Website Content

- Assists with routine content updates to the Colorado Symphony website, including concert and event pages, staff and musician listings, and other patron-facing information.
- Learns the organization's content management system and becomes a reliable resource for day-to-day website maintenance.
- Coordinates with internal departments (Education, Development, Artistic) to gather and post timely content updates.

Soundings & Publications

- Assists with the production of Soundings, the Symphony's quarterly patron publication, including content gathering, light editing, coordinating with the print vendor, and managing distribution logistics.
- Helps maintain brand and voice consistency across printed materials and patron-facing publications.

Social Media Support

- Assists with social media content scheduling and posting, supporting the team's content calendar across platforms.



- Helps monitor social channels and flags comments, messages, or engagement opportunities to the appropriate team member.

Digital Assets & Content

- Assists with the coordination of photo and video coverage at concerts, rehearsals, and events.
- Organizes and maintains the department's digital asset library, ensuring photos, videos, and graphics are catalogued and accessible to the team.
- Supports the distribution of marketing assets to internal teams and external partners as needed.

Concert & Event Support

- Represents the marketing department at Colorado Symphony concerts and events throughout the season, including evenings and weekends.
- Assists with on-site marketing activations, patron engagement efforts, and promotional materials at performances.
- Serves as a visible, enthusiastic ambassador for the organization with patrons and community partners.

Community Outreach & Partner Coordination

- Maintains listings on local and regional community event calendars.
- Supports outreach to community organizations, promotional partners, and local businesses as directed.
- Helps coordinate logistics for cross-promotional partnerships and community-facing marketing activity.

General Marketing Support

- Provides general administrative and project support to the marketing department as needed.
- Assists with copy editing across marketing materials, including the season brochure, program copy, and digital content.
- Supports the monitoring and management of online reviews and community engagement channels.
- Helps maintain an organized archive of digital and print marketing materials.
- Takes on additional projects and responsibilities as the role and department evolve.

Qualifications and Capabilities

Required

- 1–3 years of marketing, communications, or related experience (internships included).
- Strong written communication skills with a sharp eye for detail.
- Comfort working across multiple projects and platforms simultaneously.
- A proactive, self-starting approach; we're looking for someone who looks for ways to contribute, not just tasks to complete.
- Experience with Microsoft Office or Google Workspace; familiarity with email or content management platforms a plus.
- Genuine enthusiasm for the arts, live performance, or cultural organizations.
- Willingness and enthusiasm to attend Symphony concerts and events regularly, including evenings and weekends.

Preferred

- Bachelor's degree in Marketing, Communications, Arts Administration, or a related field.
- Previous experience in a nonprofit or performing arts environment.
- Familiarity with WordPress or a similar CMS.
- Experience with email marketing platforms (Mailchimp, Wordfly, or similar).



- Background or genuine interest in classical or symphonic music.

Physical Requirements

- Ability to handle the physical demands of an active, event-oriented role, including lifting up to 25 lbs. of marketing and event materials.
- Reliable transportation for occasional off-site community events and material transport.

Compensation and Benefits

- Health insurance — multiple plan options (PPO Base and High-Deductible plans are 100% employer-paid for the employee); all at low cost to the employee
- Dental, Vision, Voluntary Life/Accident/Critical Illness/Hospital Indemnity, and Identity Theft Insurance
- Short-Term and Long-Term Disability Insurance, 100% employer-paid
- Paid Family and Medical Leave Insurance, 50% employer-paid
- Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care
- Employee Assistance Program and Personal Loan Program
- Paid time off — vacation, sick leave, seven national holidays, and five floating holidays
- 403(b) retirement plan
- Complimentary and discounted tickets to Colorado Symphony concerts
- Remote work flexibility on Mondays and Wednesdays (subject to operational needs)

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please include **Marketing Coordinator** in the subject line. No phone calls, please.

The Colorado Symphony Association is an Equal Opportunity Employer.