



QUAD CITY SYMPHONY ORCHESTRA
MARK RUSSELL SMITH, MUSIC DIRECTOR AND CONDUCTOR

The QCSO Association announces the following part time, administrative opening:
MARKETING ASSOCIATE

JOB SUMMARY:

The Marketing Associate is a part-time, 15 hour per week, non-exempt position responsible for assisting the Director of Marketing in the administrative aspects of marketing and ticket sales. The Marketing Associate reports to the Director of Marketing and works with all QCSOA administrative staff members.

JOB DUTIES AND RESPONSIBILITIES:

Marketing & Social Media

- Attend Marketing Committee meetings, record minutes, and report as needed.
- Must be present at all concerts/events and some rehearsals for Social Media documentation, including the capture of photos and videos.
- Work in collaboration with the Director of Marketing on strategic scheduling of social media posts for all QCSO social media accounts including but not limited to Facebook, Twitter, Instagram, YouTube and TikTok.
- Work in collaboration with the Director of Marketing to plan and create content for all QCSO social media accounts.
- Track, analyze, and report on social media account performance.
- Work with the Director of Marketing to develop and execute online media projects to reach new audiences and broaden the brand of the QCSO.
- Provide written copy and editing for Director of Marketing.

Ticketing & Box Office

- Understand and operate ticket sales through PatronManager when necessary in the office for walk-ups or phone inquiries, and at events.
- Design and produce ticketing reports. Analyze data and monitor progress on ticket sales.

General

- Keep abreast of recent research and best practices on marketing and social media.
- Attend professional development luncheons, conferences, and seminars.
- Attend other civic and cultural events in the community as relevant to duties.
- Perform other duties as assigned by the Director of Marketing.



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QUALIFICATIONS:

- This position requires excellent interpersonal skills, the ability to relate to a diverse population, and the ability and willingness to model the mission and high standard of behavior of QCSO.
- Ability to work with limited supervision, prioritize work, and meet deadlines with a high degree of detail orientation and accuracy.
- Bachelor's degree required. Degree in Marketing, Non-Profit Management or related field preferred.
- 1-3 years of relevant job experience preferred.
- Excellent writing and proofreading skills.
- Excellent computer skills and ability to learn new technology.
- Photography/Videography experience preferred.
- Knowledge and proficiency with CRM database with Patron Manager/Salesforce preferred, and interest in continuing education.
- Consent to and ability to pass background and credit checks.
- This job description is subject to change and is not designed to be a comprehensive listing of activities, duties or responsibilities that are required by the employee.

COMPENSATION:

Compensation for this part-time, 15 hour per week non-exempt position is competitive and commensurate with experience and includes a retirement savings option.

START DATE:

June 1, 2021 preferred.

APPLICATION PROCEDURE:

Please send a letter of intent and resume with three references* via email to: Caitlin Bishop, Director of Marketing, cbishop@qcsso.org, No phone calls please.

*References will remain strictly confidential and will only be contacted after an applicant has been invited to an in-person interview.

SELECTION PROCESS:

Applications will be paper-screened and those demonstrating superior qualifications will be invited to an in-person interview. QCSO is an Equal Opportunity Employer.



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The QCSOA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. The QCSO strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. QCSO believes that discrimination and harassment in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, all employment decisions at the QCSOA are based on merit, individual qualifications, and job requirements, without regard to age, color, creed, physical or mental disability (including HIV-positive status), gender identity (including transgender or transsexual status), national origin, pregnancy, race, religion, sex, sexual orientation, or any other characteristics protected under applicable federal, state, or local law. The QCSOA will not tolerate discrimination or harassment based on any of these characteristics.