

# SEATTLE CHAMBER MUSIC SOCIETY

JAMES EHNES, *Artistic Director*

*Position Announcement:*  
MARKETING & COMMUNITY ENGAGEMENT COORDINATOR

*Date posted:* February 20, 2015

*Application deadline:* March 15, 2015

*Position status:* Seasonal, part-time position (May 1 – early August)

*Reports to:* Director of Marketing

## **The Organization**

Each year, Seattle Chamber Music Society (SCMS) presents a Winter Festival in January and Summer Festival in July at the Illsley Ball Nordstrom Recital Hall at Benaroya Hall. In addition to its high quality performances, SCMS offers community engagement programs for adults, youths and the community at large to encourage audience appreciation and understanding of chamber music. These programs bring audiences of all ages in close contact with musicians and their music through informal, accessible and enjoyable formats. Both Festivals feature world renowned artists brought together to form unique chamber ensembles that play a diverse line-up of recognized chamber music. Now in its 34<sup>th</sup> season, SCMS, has six year-round staff members, and an annual operating budget of \$1.1 million. The organization has operated with a balanced budget since its founding in 1982.

In addition to its superlative performances by some of the most recognized musicians in the world, SCMS distinguishes itself by delivering the highest quality customer service possible through the Festival atmosphere. This is accomplished by promoting a culture of deeply personal customer care that serves to enrich the experience for our audience at the concert hall and beyond through positive, attentive interactions at every level.

## **Position Summary**

SCMS seeks a part-time, seasonal Marketing & Community Engagement Coordinator for its 2015 Summer Festival. The successful candidate will need to show leadership, customer service, marketing, event planning and management skills. The Marketing & Community Engagement coordinator will work closely with SCMS's Marketing Director and Education Programs Director to provide friendly, informed, professional customer service.

## **Responsibilities**

The Marketing & Community Engagement Coordinator, under supervision of the Director of Marketing, will facilitate a variety of activities, which include but are not limited to:

- Serve as on-site staff for *Music Under the Stars* live remote audio-only concert broadcasts at local parks.
- Work with the Director of Education Programs in conjunction with the City of Seattle Parks Department to program, plan, and execute outdoor broadcast events, particularly reaching to community around the parks where broadcasts are held.
- Coordinating logistics and serving as SCMS representative to community and managing these events.
- Work with the Director of Marketing to develop initiatives to inform the broader community about SCMS activities and execute the action plans.
- Help maintain and manage SCMS's social media efforts, posting engaging and relevant content from behind-the-scenes info to promotions and special offers.
- Track, log and respond to customer suggestions and concerns
- Compose preliminary copy for weekly newsletters

Individuals with special skill sets may be assigned additional duties. Other tasks assigned as needed.

## Qualifications

The ideal candidate will have strong organizational and interpersonal skills; impeccable attention to detail; positive energy and a willingness to pitch in wherever needed. This highly visible position requires flexibility, and an ability to retain composure under pressure. The successful candidate will demonstrate availability, energy, willingness, and stamina to work long days, including evenings and weekends as assigned. Must be able to work as part of a team and be incredibly self motivated.

The following are **required**:

- Excellent interpersonal skills, both face-to-face and telephone interactions
- Excellent writing and research skills
- Ability to work with people from many backgrounds and communication styles
- Personable, friendly, and customer service-oriented demeanor
- Ability to accomplish multiple tasks when priorities quickly shift
- Ability to work without direct supervision
- Valid driver's license, clean driving record and access to reliable transportation
- Ability to lift 30 lbs.

The following are **preferred**:

- Interest in arts administration, communications, arts marketing, and/or non-profit management
- Previous experience working at a major festival or event
- Background in or working knowledge of classical music and/or performing arts
- Knowledge of Seattle, Washington metro area

## Position Details

The part-time Marketing & Community Engagement Coordinator position begins approximately May 1, with some flexibility of scheduling, but not later than June 1. You must be available until August 1. From mid-May to the end of the Festival, this position will take about 170 hours including about 40 hours in May, 60 hours in June and 70 hours in July-August. The schedule will be flexible during the day for the months of May and June, but you must be available in the evenings on Monday, Wednesday, and Friday to set-up and take down the *Music Under the Stars* event in July. Other hours will be negotiated upon starting the position. This position will be offered \$400 parking and fuel allowance and a \$12 per hour wage payable upon submission of a monthly timesheet.

## Application

Interested candidate should apply with cover letter and résumé to:

Connie Cooper  
Executive Director  
Seattle Chamber Music Society  
10 Harrison St.; Suite 306  
Seattle, WA 98109  
connie@seattlechambermusic.org

***Please, no phone inquiries. Email is okay.***

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