



Job Opening

Administrative & Marketing Assistant

The Starlight Symphony Orchestra, a non-profit community orchestra centered in the Hays County/Central Texas region seeks to hire a part-time administrative & marketing assistant to aid in our mission of bringing orchestral music to our community.

Administrative duties included but not limited to:

- Manage the season advertising program to ensure all ads meet printing standards to avoid extra billable hours from printing company.
- Manage concert programs to ensure deadlines are reached in a timely manner, including poster artwork and press release information.
- Manage and coordinate communications with volunteers for concerts.
- Develop, execute and is accountable for organizational messaging and delivery. Work in tandem with communications coordinator and ad placement coordinator.
- Attend monthly board meetings

Marketing duties included but not limited to:

- Ensure that website professionally and properly reflects accurate information and brand of the organization. Alert board members when content needs to be updated or added.
- Manage email campaigns, subscribers and measure analytics to achieve best open/conversion rates.
- Develop photo and video content to further marketing opportunities.

Minimum Requirements:

- Strong interpersonal and communication skills (oral and written)
- Must be proactive, self-motivated, and have a strong interest in promoting the arts
- Must be able to work independently with minimum supervision
- Computer literacy (familiar with PC applications Microsoft Word and Excel), Internet savvy and strong internet research capabilities including WordPress.
- Resourceful and organized
- Enjoy working with people

Preferred Qualifications:

- Advertising/marketing background
- Knowledge of general administrative and clerical procedures
- Knowledge of the musical arts & non-profit experience
- Knowledge of the Central Texas/Hays County region
- Social media/website management a plus

Experience: Prefer 1-3 years minimum experience

Travel: Some travel to concert venues & event locations

Salary: Dependent on Experience

Hours: 20 hours/month. Self-paced & working remotely. Hours to be concentrated depending on upcoming concerts, events & needs of organization.

Interested applicants: Send your resume & 3 reference to Susan Thurber, Board President at ssthurber@sthurber.com

Application Deadline: February 10th, 2019.

For more information on the Starlight Symphony Orchestra please see our website at www.starlightsymphony.org .