

Marketing Coordinator

This is your opportunity to work for one of Australia's major music organisations.

We have been a leader in presenting music in Sydney and around the world for almost 90 years. We perform and tour with some of the greatest names in symphonic music, performing the most brilliant music across classical and cross-over genres. Our 95 musicians give performances that cross genres – from the classical to working with contemporary rock and pop artists to live-to-film experiences. And because we believe in music for everyone, we work with communities and schools to get people deeply involved.

The role

We're looking for a **Marketing Coordinator** who will help organise our marketing program and assist our portfolio managers in running campaigns in support of all our activities.

You will have some exposure to a campaigning and promotional environment; excellent software skills; be a self-starter; providing feedback to the team; managing production traffic; and helping keep projects on track.

To be considered for this role **you must:**

- Have previous experience in marketing coordination work
- Have demonstrable skills in project management, research and software skills
- Able to demonstrate an understanding of the arts and entertainment sectors and the marketing activities that support our productions.

How to apply for the role

To join the team and be part of a company that's dedicated to pushing the boundaries of symphonic music send us a **full covering letter** and **current resume** and don't forget to let us know about when you might be able to join the team. Remuneration will be by negotiation.

Apply directly to recruitment@sydneysymphony.com (please do not use other application links)

Applications close **5 pm Monday 24 June 2019**

Key accountabilities:

- Manage, monitor and report on the Marketing Department's integrated budget
- Manage Department invoices, purchase orders and reconciliations
- Assist in the documentation of integrated marketing plans
- Assist in the management of Marketing team's knowledge base, formalising and assembling campaign reports as necessary
- Manage production flow, stock and fulfilment processes for marketing collateral
- Maintain job and project tracking systems; manage traffic to meet deadlines
- Identify suppliers and manage supplier relationships
- Update campaign information in Tessitura/CRM database

- Provide administrative support to the team
- Contribute to the formulation of marketing and communications campaigns
- Other duties as required

Qualifications & Experience:

- Excellent interpersonal skills;
- Excellent software skills;
- Highly developed organisational skills;
- Some experience in CRM systems and data usage will be highly regarded;
- High-level attention to detail and excellent written and oral communication skills;
- Demonstrated competence or significant training in business administration;
- Self-motivated, reliable, energetic and able to perform under pressure;
- Passion for the arts and music;
- Commitment to high ethical standards in all aspects of professional activity; and
- An appropriate tertiary qualification; preferably incorporating studies in business and marketing.

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