



EUGENE SYMPHONY

Eugene Symphony invites nominations and applications for the position of Marketing & Communications Coordinator, available June 2022, with an anticipated start date of late July 2022.

The Organization

Now in its 57th season, the Eugene Symphony is widely recognized as a cornerstone of the performing arts in Oregon's southern Willamette Valley. Under the leadership of Music Director & Conductor Francesco Lecce-Chong and Executive Director Scott Freck, the Eugene Symphony pursues its mission of *enriching lives through the power of music* by presenting annual classical, summer, and community engagement performances, commissioning and premiering new American works, and disseminating its performances via radio broadcasts. Due to restrictions relating to the COVID-19 pandemic, in 2020/21 the Eugene Symphony expanded and adapted its programming to incorporate a wide variety of activities including virtual engagement via its *Symphony Soundwaves* concert series, private lessons remotely delivered to aspiring young musicians, and small ensemble performances in public spaces through its new *SymphonyGO!* initiative. A full season of Symphonic series, Family, Youth, and Special concerts is underway for 2021/22.

Guided by its Long-Range Plan, first established in 2007 and substantially updated in February 2022, the Eugene Symphony serves, educates, and develops the widest possible regional audience through its programs. Approximately 25,000 community members attend the Eugene Symphony's classical, family, and special performances each year. Up to an additional 25,000 children, adults, and seniors take part in annual education and community engagement initiatives, including family and youth concerts, in-school ensemble performances, subsidized concert tickets, artist residencies, and pre-concert lectures for adults. Through its annual broadcast series on classical radio KWAX, the Eugene Symphony brings its full season of classical concerts to 45,000 local and worldwide listeners monthly, and recently created a limited-edition radio series on KLCC-FM, the local NPR affiliate.

The Eugene Symphony is a professional orchestra operating under a collective bargaining agreement which carries through the 2021/22 season, and also supports the Eugene Symphony Chorus. The Eugene Symphony Association is governed by a 34-member Board of Directors and receives support from the volunteer members of the Eugene Symphony Guild; there is an administrative staff of 10 including full-time and part-time employees. A separate group of five Trustees oversees the Eugene Symphony Foundation currently valued at \$8.2 million in assets. The Eugene Symphony has an operating budget of \$3 million for 2021/22 and has a history of financial stability with a trend toward growth.

The City

Described on its official website as "A Great City for the Arts and Outdoors," Eugene is known for its unique, exciting mix of arts, culture, education, scenic beauty, and passion for recreation. With a population of more than 170,000, Eugene is Oregon's second largest city and home to the University of Oregon, where the School of Music and Dance is the most respected in the Pacific Northwest. The Willamette and McKenzie Rivers are magnets for water sports and recreation, and more than 100 parks and 2,600 acres of open space offer the perfect settings for outdoor activity of all kinds. As an arts and culture destination, Eugene is home to Eugene Symphony, the world-renowned Oregon Bach Festival, the Eugene Opera, the Eugene Ballet, the Eugene Concert Choir, the Hult Center for the Performing Arts, the Jordan Schnitzer Museum of Art, The Shedd Institute, and several theatre companies. Downtown Eugene is a vibrant urban environment with blocks of art galleries, restaurants, and boutique shops.

The Position

As a member of the Symphony's administration team, the Marketing & Communications Coordinator responsible for supporting the Marketing & Communications Department to plan, administer, and evaluate programs that meet or exceed attendance and ticket revenue goals for Eugene Symphony events, as well as maximize the visibility of the organization within the community and beyond, consistent with Eugene Symphony Association long-range objectives.

Primary functions include: website and social media management; program magazines (advertising sales, editorial compilation, and production coordination); coordination of season subscription and renewal campaigns (direct mail, email, and telemarketing) with Marketing & Communications Manager; audience research; new subscriber activities; event tabling and customer service; merchandise sales; and implementing and managing an internship program.

Candidate Profile

The successful candidate will have a minimum of two years of relevant work experience, with experience in arts administration a plus.

The ideal candidate will bring experience working in a professional business environment (whether for- or non-profit) and have leadership abilities, excellent organizational skills, and a record of success in marketing and audience engagement initiatives. They will have a strong background in writing, digital media, data analysis and database management, advertising sales, and event coordination. Thorough knowledge and proficiency with the Microsoft Office Suite is a must.

The successful candidate will have superb interpersonal and communication skills and is equally comfortable dealing with vendors, patrons, volunteer leaders including Board and Guild members, and orchestra musicians.

The successful candidate will be a person of integrity with a reputation for fairness, honesty, and the highest ethical standards. They will work well under pressure and will be able to manage competing priorities and deadlines effectively. They will be a self-starter with high energy, maturity, and self-confidence. The successful candidate will welcome the opportunity to be an active participant in the life of Eugene and the Willamette Valley community.

Compensation and Benefits

This position is offered at full-time, 40 hours per week, and compensation is \$35,000 annually. Benefits offered include two weeks of paid vacation; nine paid holidays plus some schedule flexibility; employer matching contribution of 4.0% of annual salary into retirement account; sick leave; dedicated professional development resources and sabbatical leave policy; paid parking; and ticket privileges to Eugene Symphony events.

Applications

Please send a letter of application that describes both interest in the Eugene Symphony and qualifications for the position **by Sunday, June 26, 2022**. Include a résumé and contact information for at least three references. All applications will be confidential and references will not be contacted without the candidate's consent.

Please email materials to: hr@eugenesymphony.org
(MS Word or PDF attachments only, please.)