



Job Title:
**Marketing &
Member Services Coordinator**

Position Type: Full Time

Department: Administrative

Contact: Dawn Young, ED

Salary: TBD based on experience

Travel: Within city limits

Date Posted: 4/24/18

Cover Letter and Resume will be accepted by:

Email: director@emporiakarts.org
Subject, Marketing Coordinator

Mail: Executive Director
Emporia Arts Center
815 Commercial St
Emporia, KS 66801

Marketing Duties:

- Design promotional materials
- WordPress website maintenance
- Social media coordination
- Research new marketing tools
- PSAs to local news outlets
- Performing Arts Series marketing
- Ticket and poster distribution

Member Services Duties:

- Contact Members about events
- Relay information from Members to Executive Director

Annual Fund Drive

- Track incoming gifts - must be extremely organized
- Charitable receipts and Thank you letters
- Write copy for acquisition and renewal letters

- Ensure that Member information remains confidential

Campaign 2018

- Assist in maintaining records for campaign donors
- Charitable receipts for pledge payments

Rental Duties:

- Respond to all rental inquiries and provide quotes
- Coordinate set-up, staffing, and clean-up for all rentals
- Ensure Lessee complies with rental agreement
- Maintaining theatre and rental equipment
- Track rental payment status

Skills/Qualifications: Must have high attention to detail, be proficient in Microsoft Word and Excel, be able to work flexible hours, be able to lift 50lbs, legally drive a motor vehicle, communicate well with members of the community, understand the limitations/benefits of working for a non-profit organization, strive to fulfill the Emporia Arts Council's Mission: Educate, Advocate and Celebrate the Arts!