



**Title:** Marketing Coordinator  
**Department:** Marketing  
**Reports to:** Marketing Director  
**Date Posted:** October 6, 2025  
**Details:** Full time, Exempt  
**Compensation:** \$40,000-\$45,000, competitive benefits and time off package

### **Position Summary**

The Marketing Coordinator is a creative, and detail-oriented member of the Marketing team. This role is responsible for implementing and managing social media content that promotes The Santa Fe Symphony Orchestra & Chorus and its concerts, events and services. This role will be responsible for maintaining a consistent brand voice, and occasionally capturing photo and video content that brings our story to life. This role will also be responsible for keeping the organization's website up to date with information about concerts & events. Also, the role will provide support to the Marketing Director by providing administrative support to the department.

### **Responsibilities**

- Coordinate and manage The Symphony's social media, including Facebook and Instagram for the purpose of marketing all Symphony concerts and events, as well as Development campaigns and Education initiatives
- Drafts copy for social media posts with approval from the Marketing Director
- Requests high-quality assets, copy, bios, from guest artists and community partners for use on The Symphony's website, social media, press releases, eblasts, digital calendars, media requests
- Updates copy, assets, listings on Symphony website as instructed by the Marketing Director
- Generates weekly website and social media activity reports for Marketing Director, as needed
- Places orders for Concert posters, picks them up from FedEx, and delivers to Lensic
- Prints concert promotions such as: concierge cards, flyers, and church packets for upcoming events.
- Tracks and assists with program book ad sales, as assigned
- Performs related duties as assigned

### **Requirements**

- Bachelor's degree in Marketing, Advertising, or related field, or equivalent experience
- Experience with managing social media platforms
- Experience with video & photo editing
- Experience with editing websites & webpage building - Wordpress experience preferred
- Demonstrates high levels of organizational and communication skills
- Ability to work in a fast-paced environment, manage multiple projects & meet deadlines
- Available to work occasional nights and weekends

### **Key Relationships**

- Marketing Director
- Patron Services Manager
- Director of Education & Community Engagement
- Development Director
- Events & Annual Fund Manager

### **How To Apply**

Email your resume and cover letter to [symphony@santafesymphony.org](mailto:symphony@santafesymphony.org) with **Marketing Coordinator** in the subject line. **No phone calls please.**

### **About The Santa Fe Symphony Orchestra & Chorus**

The Santa Fe Symphony Orchestra & Chorus is dedicated to entertaining, educating, and engaging our community. Founded in 1984, The Symphony is one of the oldest collaboratively-operated orchestras in the United States. A group of dedicated musicians and music-lovers, led by Founder Greg Heltman, made the bold decision to establish a professional symphony orchestra in Santa Fe, founded with a model of cooperative governance. To this day, the musicians make up 25% of their Board, sit on committees, occupy staff roles, and maintain responsibility for the artistic vision and leadership of the organization. From thrilling classics to spirited pops presentations, The Symphony produces a wide array of concerts that excite and engage audiences of all ages. The SFS performs a regular subscription series at the 800-seat Lensic Performing Arts Center and free choral-orchestral concerts at the Cathedral Basilica and across the region. The Symphony is recognized as a vital, community-focused musical organization. The SFS is the only fully professional, full-sized symphony in Santa Fe, and employs over a hundred New Mexican orchestral and choral musicians each season. In 2024, SFS merged with the Santa Fe Youth Symphony Association (SFYSA), offering high-quality music education for 300+ children in Northern New Mexico. Together, SFS has flourished, growing education offerings for people of all ages and integrating the services and mission of The Symphony more fully with our community. This was not the first merger in its history. In 1986, The Symphony merged with the Chorus of Santa Fe, bringing together two esteemed organizations to even more opportunities for great music in our community. The Symphony's reach includes Santa Fe, Northern New Mexico, and beyond. It offers orchestral and choral concerts of the highest professional quality as well as comprehensive education programs for children and families. It believes a city's symphony should be a vital community resource and connect musicians, audiences, students, and families with each other. For more information, [santafesymphony.org](http://santafesymphony.org).