



PITTSBURGH SYMPHONY ORCHESTRA

Heinz Hall | 600 Penn Avenue Pittsburgh, PA 15222-3259 | phone 412.392.4900 fax 412.392.4909 | www.pittsburghsymphony.org

PITTSBURGH SYMPHONY JOB DESCRIPTION

STATUS:	NON-EXEMPT	EXEMPT	<input checked="" type="checkbox"/>
	PART TIME <input type="checkbox"/>	FULL TIME	<input checked="" type="checkbox"/>

JOB TITLE: Marketing Associate
REPORT TO: Inside Sales Manager

JOB PURPOSE

- The Marketing Associate is an entry level position responsible for assisting the Marketing Department in reaching its budgeted revenue and expenses as outlined by organizational priorities. In addition, duties include but are not limited to assisting Group sales efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Marketing Department as need dictates. Must be flexible and willing to take on varying job duties.
- Working closely with members of the Marketing Department.
- Manages, codes, and tracks invoices for Marketing.
- Plans and executes new initiatives as requested.
- Assist in answering the Group Sales phone line.
- Online sales for universities.
- Group Sales Eblasts.
- Reporting for Group Sales.
- Responsible for marketing materials in the theater.
- Share concert feedback from post-concert emails.
- General office duties for Marketing.
- All other duties as assigned.

QUALIFICATIONS

- This position is right for someone willing to learn and who has great flexibility and adaptability.
- A passion for the Arts & Music is helpful.

TO APPLY

Please submit cover letter and resume to:
Lindy Mason, Payroll & Employee Benefits Manager
lmason@pittsburghsymphony.org

Heinz Hall
600 Penn Avenue
Pittsburgh, PA 15222