



PITTSBURGH SYMPHONY ORCHESTRA

Marketing Associate

Reports to: Senior Manager of Marketing

Status: Non-Exempt, Full-Time

Supervises: None

Job Purpose

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

Essential Duties and Responsibilities

- Developing and maintaining a system to manage, code, and track invoices for the department
- Collecting local information and potential partner data to support marketing initiatives
- Project management support and coordination alongside Senior Manager of Marketing
- Assisting in marketing material distribution to proper channels, including delivering assets to local partners, sharing paid media assets, etc.
- Managing general office duties for the Marketing and Communications department, such as printing jobs and supply ordering
- Support any additional efforts of the Marketing team to help campaigns thrive, assisting in varying job duties as assigned

Preferred Education, Experience and Abilities:

- This position is right for someone willing to learn and who has great flexibility and adaptability
- Minimum of a bachelor's degree
- Strong computer skills
- Excellent time management skills
- A passion for the arts & music is helpful

Physical Requirements:

- Ability to work on a computer for extended periods of time.
- Ability to operate related equipment, i.e., computer, copier, scanner.
- Must be able to lift up to 15 pounds at times.

Schedule/Hours: In office Tuesday - Thursday, remote Monday and Friday. In the office Friday, Saturday and Sunday as needed so some flexibility is needed. 9:00am-5:30pm

Compensation: \$36,000-42,000

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

Please email cover letter and résumé to: HR@pittsburghsymphony.org