

## **Marketing Manager and Executive Assistant**

Full-time salary position with comprehensive benefits

Reports to the Executive Director

**Summary:** Full-time position responsible for building and managing the marketing calendar, maintaining relationships with media outlets, and working with the graphic design team and webmaster. This position reports to the Executive Director and is assigned tasks by the Executive Director in the areas of marketing, communications, office management, and concert production. Apply by March 1, 2025.

Please send your resumé, references, and contact information to Sam McClung, at [mcclung@sfpromusica.org](mailto:mcclung@sfpromusica.org).

Santa Fe Pro Musica  
1512 Pacheco Street, Suite D201  
Santa Fe, NM 87505

## **Relevant Skills and Knowledge**

- Proficiency in Mailchimp or another relevant email blast software
- Proficiency in Wordpress or another relevant website platform
- Professionalism, organization, and deadline management skills
- Associates degree and at least two years of relevant experience
- Knowledge of classical music vocabulary is preferred

## **Marketing Responsibilities**

- Project management of Sponsorship Brochure
- Project management of Ticket Brochure
- Project management of Program Book
  - Sells paid advertising
  - Negotiates hotel sponsorships
  - Negotiates media sponsorships
  - Negotiates restaurant and catering trades
  - Negotiates services trades
  - Negotiates corporate sponsorships
- Builds and manages the marketing calendar
- Writes copy for all marketing materials
- Submits marketing materials to media outlets
- Creation of eblasts

## **Press Relations Responsibilities**

- Prepare and distribute timely press releases
- Arrange interviews with guest artists as requested by the press

**Board Relations Responsibilities**

- Set up and email out Zoom links for committee and full board meetings
- Prepare and distribute board packets
- Schedule venues for Board meetings
- In attendance at Finance and Development Committee Meetings

**Miscellaneous Responsibilities**

- Assist the Executive Director as needed
- Assist with bookkeeping tasks as needed