August 1, 2023

Job Posting

Job Title: Coordinator, Marketing & Communications Operations (Full Time, Salaried, Non-Exempt)

Organization: Pasadena Playhouse
Department: Marketing & Communications
Reports to: Director, Advertising & Audience Development

About the Playhouse: The recipient of the 2023 Regional Theater Tony Award, Pasadena Playhouse is one of the top regional theaters in the country and the State Theater of California. Under the leadership of Producing Artistic Director Danny Feldman, it presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs to build community, the Playhouse will continue to be a leader in the theater industry.

About the Position: Pasadena Playhouse is looking for an exceptional individual to provide support to the Marketing & Communications Department to ensure the proper coordination related to marketing campaign support, collection of assets from partners and artists, departmental budgetary management, event support, and other marketing and communications operations projects. Must have the ability to work nights and weekends as needed.

Responsibilities:

- Campaign Support
  - Assist the Director, Advertising & Audience Development with creation and submission of all advertising campaign assets
  - Provide planning and event support for all audience development and promotion events, including RSVP tracking
  - Research promotional marketing opportunities
  - Oversee the creation of all institutional signage and show specific building posters and banners to support production sales.
  - Provide support for ongoing Member engagement plan and acquisition campaign
  - Oversee the creation of any general, non-production specific collateral including swag, business cards, envelopes, letterhead and signage, among other items
  - Collect and organize cast/creative team materials including headshots and bios.
  - Manage the flow of graphic design requests and progress
  - Assist with staffing the Membership table while in show and manage Membership table supplies
• Administrative Support
  o Take meeting notes and disseminate action items
  o Track all budget items, complete and submit invoices and reconcile monthly expenses
  o Coordinate meetings and conference calls as needed
  o Collect and disseminate weekly marketing updates
  o Provide database, list and reporting support as needed using ClickUp, Tessitura, Sprout, Cision, TNEW and Pro2
  o Other duties as assigned to support the needs of the department and the organization.

Minimum Qualifications and Competencies:

Education/Experience: Bachelor’s degree or equivalent work experience. One year in marketing/communications or an office environment. Proficiency in G-Suites and Microsoft Applications is required. Ability to work with and support a team. Interest in theater is a plus.

Supplemental Functions: Perform other duties as assigned. The employee is occasionally required to lift and/or move up to 15 pounds.

Working Conditions: No major sources of discomfort, standard office environment; regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation: Compensation is $40,000-$50,000 (Salaried, Non-Exempt). Benefits package includes medical, dental, life insurance coverage and PTO. Start date is September 1, 2023.

To Apply: Please email cover letter resume, and writing samples to nmueller@pasadenaplayhouse.org. No phone calls please.

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.

The Pasadena Playhouse is an Equal Opportunity Employer.