



Marketing Coordinator

Position: Marketing Coordinator

Department: Marketing

Reports To: Chief Executive & Artistic Director

Status: Exempt

Full-Time

To Apply: [Click Here](#)

Music Theater Heritage is an innovative and imaginative professional musical theater organization – dedicated to the appreciation and historical understanding of the American musical theater and its contributions to our culture. MTH entertains and educates current and future generations, with persistent focus on equity, diversity, and inclusion, for today’s performing talent and tomorrow’s developing artists. MTH operates as a fully professional Equity Theater welcoming nearly 50,000 people annually to Crown Center. MTH curates three theatrical stages, production facilities, studio space, and two public lobbies.

Position Summary: MTH is seeking a Marketing Coordinator to join our staff! The Marketing Coordinator serves as a key member of the marketing team and is responsible for coordinating and supporting all aspects of MTH marketing strategies, including development and deployment of email campaigns, social media, graphic design, digital ad layout, photography, and more. This position also serves as primary written content generator for MTH marketing materials while working in concert with graphic designers, web developers and Artistic Director to create and maintain content that aligns with the MTH mission.

Essential Job Functions:

- Coordinate and draft copy for Marketing communication pieces including emails, social media, and mailed postcards.
- Edit and/or proofread writing created by other staff members/departments and freelancers.
- Coordinate, develop, deploy and manage email campaigns.
- Coordinate and maintain MTH’s marketing and Social Media calendar.
- Coordinate updates and maintenance of MTH’s website with web developer.
- Coordinate and maintain MTH’s physical digital signage.
- Provide graphic design support for publications, email communications, signage, display ads and social posts.
- Coordinate and execute sharable photography of MTH activities for emails and Social Media.

- Support and collaborate with other MTH team members on a project by project basis.

Qualifications:

- Accountable, dependable, self-motivated
- Caring, compassionate, considerate and collaborative
- Bachelors Degree in marketing or related field (preferred but not required)
- Experience in written content creating, social media, digital marketing.
- Experience in graphic layout ~ photoshop/canva experience a plus
- Photography, videography, editing skills a plus
- Proficiency with email marketing platforms such as MailChimp, DotDigital, CC
- Highly organized with the ability to prioritize and work on multiple tasks
- Innovative and excited about the performing arts with a willingness to step outside conventional marketing techniques.
- Ability to work and thrive in an autonomous schedule that will occasionally include evenings and weekends

Compensation and Benefits: \$37,000 - \$42,000 annually, plus a benefits package that includes health insurance, vision, dental, simple IRA, paid time off, a hybrid work environment, as well as paid holidays and complimentary tickets.

How to apply:

Send letter of interest, resume and reference list to:

Tim Scott, Chief Executive & Artistic Director by emailing tim@mthkc.com, subject line "Marketing Coordinator"

No phone calls, please.

This position will remain open until filled.