Position: Marketing Manager  
Early Music in Columbus, [www.earlymusicincolumbus.org](http://www.earlymusicincolumbus.org)

Early Music in Columbus is accepting applications for the part-time position of Marketing Manager, with an ideal start date of July 15, 2023. Open until filled. On average 8-10 hours per week. Starting salary, $23.00/hour, up to an annual maximum of $12,000.

The Early Music in Columbus concert series is dedicated to the music of the Medieval, Renaissance, Baroque, and early Classical periods. The series typically consists of six or seven concerts per year and is co-sponsored by the Friends of Early Music, Inc., and Capital University. It regularly features some of the finest national and international artists as well as talented local artists.

Job Description:

The Marketing Manager works from home (apart from on-site activities as mentioned) to promote the Early Music in Columbus concert series. The Manager reports to and works in partnership with the Program Director.

Responsibilities:

- Creating a comprehensive marketing plan for the season and for each concert
- Creating and distributing marketing materials, such as mass emails, posters, and press releases
- Working with the graphic designer and printer to produce the season brochure
- Generating and distributing content for social media platforms, such as Facebook, Instagram and Twitter; implementing paid ad campaigns
- Adding all events to selected online event calendars; maintaining or updating as necessary
- Communicating with vendors and partner organizations to solicit program ads
- Maintaining the calendar of deadlines for marketing distribution
- Assisting the Program Director during concerts and events

Qualifications:

- Familiarity with and appreciation of classical music
- Ability to work with relevant software and digital platforms
- Strong interpersonal skills and communication skills (both oral and written)
- Creative, self-starter attitude; flexibility; good time-management skills

Send resume and cover letter to Gretchen Rutz Leist at [info@earlymusicincolumbus.org](mailto:info@earlymusicincolumbus.org). Review of applications will begin on June 15 and continue until the position is filled.

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Early Music in Columbus does not discriminate against any employee or applicant for employment due to race, color, religion, sex, sexual orientation, ancestry, age, national origin or disability (as the same is defined in The Americans with Disabilities Act of 1990, 42 USC § 12101-13 (West Supp. 1991) and any regulation promulgated thereunder) or any other unlawful basis.