



HOUSTON
CHAMBER
CHOIR

Job Title: Marketing and Development Manager

Reports to: Executive Director

Status: Full-time, exempt

Compensation: Salary commensurate with experience

Description:

The **Marketing and Development Manager** is a dynamic and innovative individual responsible for the organization's overall ticket sales, marketing initiatives, patron communications, and media outreach programs in addition to website management, social media, and publications. This professional works in close partnership with the Executive Director and collaboratively with the Artistic Director, Board of Directors, and organization volunteers.

Responsibilities and duties include, but are not limited to:

- Design, implement, and facilitate annual Marketing/Communications and PR plan
- Provide marketing perspective on season planning
- Manage Houston Chamber Choir brand
- Oversee Marketing budget
- Manage advertising collateral and media including copy writing, graphic design art direction and media purchases/placement
- Manage public relations activities including media pitches (reviews, previews, calendar highlights, interviews, features, etc.), press releases, and calendar listings
- Design and manage publication and content development: direct mail, email communications, website, concert program books, social media
- Design and implement a robust social media plan
- Support Development and Donor Relations with writing copy, printed materials, and creation of donor packets and grants

Professional Qualifications:

The Houston Chamber Choir seeks a proactive self-starter with ability to handle multiple tasks at once. The Houston Chamber Choir Marketing and Communications Manager is a fast learner who is resourceful, flexible, and team-oriented. S/he works efficiently in a fast-paced environment, prioritizes tasks effectively, executes projects to the highest level possible and possesses the unique ability to convey excitement about classical choral music and its value to the community.

Minimum requirements include:

- Bachelor's Degree with a minimum of three (3) years in marketing
- Experience in the performing arts and/or knowledge of and interest in classical music
- Demonstrated success in planning, executing, and evaluating diverse marketing strategies
- Experience with website management and graphic design
- Experience with CRM databases and ticketing software (SalesForce/Patron Manager a plus)
- Outstanding verbal and written communication skills
- Strong problem solving and organizational skills; willingness to take initiative and to contribute in a fast-paced, team-oriented environment
- Commitment to providing outstanding customer service
- Some evening and weekend hours are required
- Familiarity with Houston media market a plus
- Skilled writer
- Computer skills include proficiency with Microsoft Outlook, Word, Excel and the ability and willingness to learn new software; proficiency with design software a plus

About the Organization: Now in its 21st season, Houston Chamber Choir is a professional ensemble devoted to increasing the awareness, appreciation and esteem of choral music and musicians through performance, outreach and education. It is a 501(c)(3) non-profit organization. Additional information about Houston Chamber Choir can be found at www.houstonchamberchoir.org.

To Apply:

Please email a cover letter that describes your specific interest and qualifications for the position and resume to:

Aileen Roberts, Executive Director

Aileen.Roberts@HoustonChamberChoir.org

Houston Chamber Choir is an Equal Opportunity Employer (EOE).