



Job Description

Job Title:	Operations and Marketing Coordinator
Reports to:	Executive Director
Hours:	Full-time (40 hours a week)
Pay and benefits:	Salaried, Exempt; Range: \$45,000 to \$50,000 Health Insurance contribution SIMPLE IRA contribution (dollar for dollar match up to 3%) Paid Company Holidays Company-paid Paid Time Off (PTO) for illness, vacation, holidays, or personal business.
To apply:	Please send resume and cover letter to manager@chambermusictulsa.org

Chamber Music Tulsa (CMT) is a premiere presenter of chamber music in the United States, producing six concert weekends each year featuring outstanding chamber music ensembles from North America and Europe. We seek a detailed-oriented person to handle day-to-day operations in three key areas: Concert Production, Marketing, and Data Management. The ideal candidate will also enjoy interacting with people: artists, donors, ticket buyers, vendors, and committee members.

Requirements:

- At least 3 years of experience in arts management, event planning, or marketing.
- Strong ability with office software such as Outlook, Word, Excel, Wufoo, Stripe, Square, QuickBooks Plus, Constant Contact, and Wix.
- A keen eye for and ability to streamline processes and how data is stored.
- Knowledge of/or appreciation for classical/chamber music is a plus.

Miscellaneous:

- Evening and weekend hours will be required related to committee meetings and concert weekends and will be planned well in advance. Concert dates for the 2023-2024 season are September 16-17, 2023; October 13-15, 2023; November 17-19, 2023; February 17-18, 2024; March 15-17, 2024; April 19-21, 2024
- CMT leases a secured office space near downtown. Schedule can be flexible and some work from home may be possible.
- Candidate must be able to do light lifting (up to 20 lbs.) as needed
- Flexible schedule
- In our operations, Chamber Music Tulsa aspires to the same excellence that is presented by the ensembles and music in our series. We expect staff to reflect that excellence and our organizational values as part of our overall “brand” at all times.

KEY RESPONSIBILITIES

Concert Production

Candidate will work with Executive Director and Hospitality committee, and will be expected to:

- Attend monthly Hospitality committee meetings
- Manage all aspects of concert and rehearsal logistics by doing the following:
 - assist with venue set-up, tear-down, and transportation of needed items from storage
 - welcome artists at the venue for rehearsals and concerts, including stocking and maintaining the green room
 - manage the lobby spaces on behalf of CMT, working with the house management at the venues
 - sell concert tickets (Fridays and Saturdays only), any artist merchandise, and manage cash box
 - greet concert attendees
 - additional tasks as assigned

Marketing

Candidate will work with Executive Director and Marketing committee, and will be expected to:

- Attend monthly Marketing committee meetings
- Develop and execute Chamber Music Tulsa's annual marketing plan, including budgeting, and traditional and digital campaigns.
 - evaluate and optimize effectiveness of marketing campaigns by tracking and analyzing data from email and social media campaigns, as well as ticket sales
 - create reports for staff, committees, and Board
- Coordinate with contracted social media Manager
- Maintain and improve the website

Data management

- Maintain accurate records regarding donors and ticket buyers by doing the following:
 - process series and single ticket orders that come through the CMT office or website
 - acknowledge all donations promptly
 - assist the Executive Director with donor relations
 - assist with gathering data and information for grant applications and follow-up reports
 - work with Tulsa Performing Arts Center Box Office regarding ticketing and data for sales through their Box Office
 - Develop and maintain consolidated and deduplicated mail and email distribution lists from multiple sources. An ability to develop automations in these processes is a plus.
- Pay bills approved by Executive Director, make deposits, and make corresponding entries in QuickBooks

Chamber Music Tulsa is an Equal Opportunity Employer

Mission Statement Present world-class chamber music through concert and educational experiences to inform, inspire, and enrich the community.

Vision Statement Distinguish Tulsa as a preeminent chamber music center through

programming that encourages community interaction, attracts diverse audiences, and transforms lives.

DEI policy: Chamber Music Tulsa aspires to create a diverse, inclusive, and equitable environment where all our constituents – staff, board, volunteers, musicians, subscribers, donors, and audience members – feel valued and respected, regardless of their gender identity, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability. We are committed to a nondiscriminatory approach. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.