The Los Angeles Philharmonic Association is currently seeking a:
Email Production Coordinator (Seasonal)

Founded in 1919, the Los Angeles Philharmonic Association presents, and promotes the performing arts in its varied forms at the highest level of excellence to a diverse and large audience, at Walt Disney Concert Hall, the Hollywood Bowl, and The Ford.

Position Summary:
The Email Production Coordinator (Seasonal), reporting to the Digital Producer, will support seasonal production and coordination of email campaigns. A basic understanding of web technologies, content management systems, and email marketing is required. The role will require a very organized and proactive person.

Start Date: October 1, 2022
End Date: January 31, 2023
Up to 29 hours / week

Position Elements:
- Coordinate with departmental stakeholders to manage email build and deployment schedule
- Build email campaigns with an eye towards user experience and ecommerce conversion
- Route institutional emails, coordinate revisions, and enter feedback as needed
- Perform QA checks across browsers and devices on a regular basis

Position Requirements:
- 1 year experience working in a performing arts, digital agency or marketing-department environment
- Knowledge of CMS platforms, Adobe suite, HTML/CSS
- Experience building emails with an online editing tool (ex. Salesforce, Mailchimp, Canva, etc.)
- Impeccable attention to detail and highly organized
- Self-motivated and proactive
- Excellent communicator; both written and spoken
- Able to manage multiple projects simultaneously
- Responsible and capable of meeting tight deadlines
- Enjoy working in a collaborative environment
- Dedication and commitment to engage in and promote diversity, equity, and inclusion within the staff, vendors, and within interactions with the surrounding community is a must
- Secondary language fluency is a plus

COVID Workplace Safety Requirements

This position will require you to interact with employees, patrons, vendors and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the LA County Department of Public Health protocols and the LA Phil. You agree to comply at all times with the LA Phil's COVID-19 Prevention Plan, including testing and vaccination requirements.

How to apply:
Complete the online application by clicking [here](#).
- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY
The Los Angeles Philharmonic Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.