



**Project Coordinator  
Creative**

<b>Work Status:</b>	Full-Time Regular	<b>Payroll Type:</b>	Non-Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$65,338.00
<b>Schedule:</b>	Monday - Friday, some weekends	<b>Regular Hours:</b>	9:00am - 5:00pm, some evenings
<b>Reports To:</b>	Senior Project Manager	<b>Supervisory:</b>	No

**JOB SUMMARY**

The Project Coordinator manages the content production of San Francisco Symphony materials including but not limited to print media, direct mail, broadcast, digital campaigns, web site and signage as directed. Reporting to the Senior Project Manager and collaborating closely with the creative department, internal partners and external vendors, the ideal candidate will have a proactive approach with attention to detail and experience working at an agency, creative studio or similar non-profit arts organizations. The Project Coordinator is responsible for trafficking the work of designers and producers on many simultaneous projects, routing proofs internally and externally, and ensuring that finished products are delivered correctly and on time.

**RESPONSIBILITIES**

**PRIMARY RESPONSIBILITIES**

- Assist the Senior Project Manager to set deadlines, assign responsibilities, monitor progress of all creative work for the organization
- Coordinate the production of content including (but not limited to): direct mail, print advertising, broadcast, digital video, outdoor, signage, digital banners, emails, web site
- Traffic all assigned items to appropriate internal and external stakeholders for proofing
- Maintain production schedules for large projects, and work with the production/design team to ensure timely completion of multiple simultaneous projects
- Proofread, edit, and compile proofed materials
- Monitor in-house inventory of print materials; coordinate delivery and storage of brochures and distribute to staff and musicians; maintain box office lit racks. Maintain archives of departmental material
- Coordinate the delivery of direct mail by developing expertise in direct mail:
  - Maintain knowledge base of current mailing regulations
  - Coordinate mailings through outside vendors
- Manage production of SFS Media projects such as CD and DVD packaging.

## **BUDGETARY SUPPORT**

- Route as necessary and submit all vendor invoices
- Advise Campaign group on expected costs of various projects across all marketing channels

## **OTHER**

- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.
- Proofread all marketing material
- Assist with staffing events, free concerts, program production, etc as necessary
- Other duties as assigned
- Regularly attend SFS concerts and events

## **QUALIFICATIONS**

- Strong computer and organization skills and exceptional communication skills required.
- Superior capability managing details spanning multiple projects simultaneously.
- Working knowledge of the following online project management tools: Asana, Ziflow, Dropbox, Sharepoint.
- Experience managing digital campaigns, such as emails and website development required.
- Proofreading experience desired.
- Experience in direct mail practices, managing graphic design and knowledge of printing process and negotiation preferred.
- Minimum of two to three years administrative/office experience preferred. Agency Creative Management experience a plus.
- Some experience working in marketing and a desire to learn and grow in marketing communications.
- Works well with a variety of people and personalities in a highly fast-paced environment. Dedication/passionate about non-profits or music/orchestra. Knowledge of classical music desired.
- Qualified candidates will have high level of energy, be goal-oriented, and have the initiative to manage multiple projects simultaneously in deadline-driven environment.
- Sense of humor, balanced work/life approach, creative, and positive, with a can-do attitude are desirable assets.

## **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on "View administrative job listings." Search for this job and click on "Apply for this Position" to submit your resume and cover letter.

## **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our

inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization’s mission, the San Francisco Symphony’s education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony’s recordings have won such awards as France’s Grand Prix du Disque and Britain’s Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra’s concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony’s on-demand video streaming service. For more information, visit [sfsymphony.org](https://sfsymphony.org).

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.