



Courtney Lewis
Music Director
Haskell Endowed Chair

Matthew Marcin
Board Chair

Steven B. Libman
President & CEO

Position Title: Marketing & Group Sales Coordinator (Part-Time)

Reports to: Vice President & Chief Marketing Officer

The Jacksonville Symphony seeks an outgoing, highly organized Part-Time Marketing & Group Sales Coordinator to support marketing initiatives and help grow group ticket sales through community engagement and relationship-building.

This role is an integral part of the Marketing & Communications team—supporting the development of patron communications and creative materials while actively connecting with community organizations to expand audience reach. Reporting to the Vice President of Marketing, this position contributes to both the execution of marketing efforts and the Symphony's presence in the community.

This is an ideal opportunity for someone who enjoys working across a variety of marketing projects, thrives on organization and follow-through, and is equally comfortable supporting team initiatives and building relationships in the community.

Key Responsibilities

Group Sales & Community Outreach

- Help identify and develop group sales opportunities with community groups, schools, organizations and businesses
- Serve as a point of contact for group sales inquiries, managing communication and follow-up
- Support outreach efforts to build and maintain relationships with community partners
- Track and manage group sales activity, contacts and opportunities
- Assist with group ticket fulfillment, subscription renewal efforts and patron communications
- Represent the Jacksonville Symphony at select concerts and community events as a welcoming and professional ambassador

Marketing Project & Content Support

- Support the coordination and execution of marketing campaigns, with a focus on timelines, accuracy and follow-through
- Proofread and edit marketing materials and patron communications across print and digital platforms
- Assist with content updates and quality control to ensure consistency across materials
- Support campaign setup, tracking and reporting as needed
- Contribute to additional marketing projects and initiatives as needed

Marketing Operations & Team Support

- Coordinate marketing invoice tracking, processing and coding in collaboration with the VP of Marketing
- Support reporting, data tracking and documentation related to marketing and group sales initiatives



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- Assist in maintaining organized records, timelines and internal workflows across projects
- Provide general support across the Marketing & Communications team as needed

Qualifications

- Strong organizational and time-management skills with excellent attention to detail
- Excellent written and verbal communication skills, including strong proofing and editing accuracy
- Outgoing and comfortable engaging with community partners and patrons
- A proactive, self-starter who enjoys building relationships and taking initiative
- Strong Microsoft Office skills (Word, Excel, Outlook)
- Ability to manage multiple priorities and deadlines in a collaborative, team-oriented environment
- Professional, friendly demeanor especially when working with patrons and community partners
- Experience in marketing, communications, sales coordination, customer service or arts organizations preferred
- Knowledge of CRM or ticketing systems is a plus (Tessitura)
- A love of the arts, music and live performance is strongly preferred

Work Environment & Schedule

- Part-time, 20 hours per week
- On-site at the Jacksonville Symphony
- Flexible schedule to be mutually agreed upon

Diversity, Equity, and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law.

About the Jacksonville Symphony

Our mission is to enrich the human spirit through symphonic music.

The Jacksonville Symphony is North Florida's leading nonprofit performing arts organization, offering live performances in its acoustically superior home of Jacoby Symphony Hall at the Jacksonville Center for the Performing Arts and other venues throughout the states of Florida and Georgia. Led by President & CEO Steven Libman and Music Director Courtney Lewis, the Jacksonville Symphony reaches over 165,000 individuals through over 95 performances each season. In addition, the Symphony provides musical instruction for youth and operates the Jacksonville Symphony Youth Orchestras. Founded in 1949, the Symphony now enjoys a national, distinguished reputation.

In its 76 seasons, the Jacksonville Symphony has brought exceptional, enthralling music to listeners in the community, across Florida and far beyond. Music Director Courtney Lewis takes his step on the conductor's podium for his 11th season to lead some of the world's finest musicians in performances that continue to reach new levels of artistic excellence. As one of Northeast Florida's most revered cultural institutions, the Symphony is committed to bringing the legacy of classical, pops and other genres of music to life.