

## **Public Affairs Coordinator**

The Pasadena Philharmonic Society, now in its 37th year, promotes classical music in the southeastern area of the greater Houston metropolis known as Bay Area, which includes the cities of Pasadena, Deer Park, South Houston, Galena Park, Morgan's Point, Shore Acres, Taylor Lake Village, La Porte and the parts of the Clear Lake Area of south Houston.

The Society is a 501 C3 non-profit organization which supports an orchestra composed of professional players, music teachers from public schools, college students, and selected public school students. The Society strives to provide a unique cultural outreach to this population while promoting cultural education, musical study, and performance. The Society is active in support of community events.

The Pasadena Philharmonic Society is composed of volunteers and consists of a Board of Directors. It supports a Musical Director, several part-time support staff, and provides stipends to selected orchestra members.

Interested candidates should send a cover letter and resume to [pasadenaphil.pacsearch@gmail.com](mailto:pasadenaphil.pacsearch@gmail.com) no later than September 6, 2019. Interviews for the position will be held in the evening on September 12, 2019 unless alternative arrangements are made with the interview committee.

### **Job Overview:**

The Public Affairs Coordinator will be the primary contact with the public to solicit donations and contributions, to disseminate information, and to plan and implement events and strategic advertising. The position has a target start date of October 1, 2019 and will operate on a probationary period of 6 months. This position will report monthly to the Board of Directors.

### **Required Qualifications**

1. Have an interest in and appreciation for the importance of arts in the community.
2. Have an engaging and friendly personality.
3. Be comfortable meeting and interacting with potential supporters.
4. Be self-motivated and self-directed.
5. Have excellent written and oral skills.

### **Preferred Qualifications**

1. Some higher education.
2. Marketing and/or grant experience.
3. Comfortable with public speaking.
4. Accomplished in Office 365.
5. Experience working with various social media platforms.

### **Job Responsibilities**--Duties will include but not be limited to:

1. Be the liaison with current and potential sponsors, donors, advertisers, supporters, and community partners about current and upcoming PPS events.

2. Secure financial contributions from private and corporate entities
3. Develop and maintain a database of donors (past, present, and potential).
4. Develop and implement marketing and publicity plan to increase concert attendance.
5. Coordinate moving equipment to performance venues
6. Assist with special events.