



JOB DESCRIPTION

JOB TITLE: Marketing Project and Traffic Manager

DEPARTMENT: Marketing and Communications

REPORTS TO: Vice President of Marketing and Communications

POSITION SUMMARY:

The Marketing Project and Traffic Manager for the Indianapolis Symphony Orchestra is responsible for keeping projects moving in an organized manner in Asana or other project management platforms. The successful candidate is the point person that receives all communications and requests from other ISO departments and then filters them to the appropriate Marketing and Communications team members for execution. This position maintains all project plans and ensures they remain on track to a successful completion. Being organized and having a strong attention to detail will serve the candidate well in this role. This position reports directly to the Vice President of Marketing and Communications.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Strengthens and supports the ISO brand identity and identified goals through streamlined management and coordination of Marketing and Communication resources and partners.
- Filters external requests and communications to the appropriate Marketing and Communication personnel before moving along to design.
- Create and maintain a master calendar of all emails, deadlines, and communications.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Defines project scope and objectives based on information received from various stakeholders.
- Uses Asana (or other project management platforms) to develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance and communicate progress in a timely manner

- Manages changes to the projects scope and reports to management or affected stakeholders as needed
- Manage relationships of all stakeholders involved in the project.
- Perform risk management to minimize project risks
- Develop and maintain relationships with third parties/vendors as needed.
- Create and maintain comprehensive project documentation.
- Hold update meetings with appropriate Marketing and Communications staff along with key personnel involved with the project.
- Assists in scheduling social media and monitoring public engagement.
- Facilitates the implementation of media buy/advertising as needed.
- Assists with other Marketing and Communications tasks as needed.

MINIMUM REQUIREMENTS:

- Proven experience in project management and project management platforms.
- Knowledge of Asana and Tessitura is a plus.
- Ability to work collaboratively with other departments.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office.
- Project Management Professional (PMP) or comparable certification is a plus.
- Bachelor's Degree in appropriate field of study or equivalent work experience.

INTERPERSONAL CONTACTS:

INTERNAL: This position works closely with Development, Learning Community, Artistic, and the rest of the Marketing and Communications team.

EXTERNAL: This position will interact closely with vendors, social media contacts, and all other types of media outlets.

CONTENT OF CONFIDENTIAL INFORMATION:

Will have access to confidential programming and marketing plans, department financial information, and ticketing information.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**