



EUGENE SYMPHONY

DESCRIPTION for Marketing Volunteer

Position Title: Marketing Volunteer

Reports to: Finance & Administrative Director

Purpose:

The marketing volunteer position is responsible for clerical and administrative activities including but not limited to general correspondence, database management, material distribution and press book maintenance. Special projects may include writing assisting with bulk mailings, helping to coordinate special events, creating/copying promotional offers, assisting with the subscription campaign, aiding in compilation of program book and fulfillment of comp ticket requests.

Responsibilities:

- Work as part of the Association team. The atmosphere in the reception area should be helpful, professional, welcoming, and friendly
- Database management via TRG's eMerge tool.
- Material distribution to local coffee shops, businesses and schools.
- Maintain the Association's press book.
- Responsible for some copying and scanning of reports per the departments needs.
- Proofreading
- On occasion delivery and pick-up service is required.
- Responsible for processing deliveries, and handling, distributing, and sending faxes.
- Carry out other appropriate duties as requested by the administrative director and staff.

Qualifications:

- Smart professional individual who has the ability to work as part of a team or under own initiative
- Pleasant, helpful, and professional telephone manner
- Experience in computer database input/management with good working knowledge of Microsoft Office Suite (at least MS Word and Excel)
- Working knowledge of basic office equipment such as copier, fax, and scanner
- Ability to do research and other projects on the internet
- Ability to prioritize workload to meet deadlines required by staff
- Excellent communication skills both verbal and written
- Mail sorting, logging, and distribution
- Good proofreading skills
- Able to work flexible hours to satisfy needs of the team and the Association

- Professional appearance
- Must provide own transportation

Advantageous:

- Knowledge of symphonic music a plus

Terms and Conditions:

- Hours: 4 hours per week, including some evening and weekend work
- Some driving may be required

You will be required to provide the following:

- Completed Volunteer Application Form (An application can be found online at our website: eugenesymphony.org).