

# MASTER CHORALE

Position Title: Content Creator/Marketing Coordinator

Department: Marketing

Classification: Full-time, exempt

**Position Summary:** Known as “the finest-by-far major chorus in America” (Los Angeles Times), the Los Angeles Master Chorale is a vibrant cultural treasure hailed for its powerful performances, technical precision, and artistic daring. As the choir-in-residence at Walt Disney Concert Hall, it reaches over 175,000 people a year through its concert series, international touring, and performances with the Los Angeles Philharmonic.

The Los Angeles Master Chorales seeks a Content Creator/Marketing Coordinator who supports all marketing and communications initiatives. This role will help oversee the creation and activation of engaging content that helps drive revenue, ticket sales, and donations for the organization via placement on its social media channels, website, and in email communications. The ideal candidate will be highly organized, detail-oriented, deadline-driven, and thrive in a collaborative, small-team environment where flexibility and a ‘team player’ mindset are essential.

To apply, please submit your resume and cover letter (an example of your writing or video work is helpful) to [jobs@lamasterchorale.org](mailto:jobs@lamasterchorale.org). This recruitment will remain open until filled; however, you are encouraged to apply as soon as possible as the application period may close at any time. The first round of application review will begin January 15, 2026.

## Essential Responsibilities

- LAMC ‘storyteller’ who creates content in social media channels (Facebook, X, Instagram, YouTube, LinkedIn) that highlights all aspects of LAMC (performances, education programs, special events, etc.) for social media reels, stories and graphics, videos, photos, interviews, podcasts to support the mission of LAMC.
- Ensure the LAMC’s social media channels exhibit our brand voice and core values.
- Respond to direct messages, timeline comments, and tagged posts across web channels in a timely manner. Participate in social media conversations relevant to LAMC priorities.
- Maintain and regularly update the LAMC website to ensure accuracy and relevance. This includes the creation of event pages, news content, and graphic elements that reflect upcoming programs, activities, and company priorities.
- Proof, edit, and deploy LAMC communications (eblasts, social media posts, etc.), always ensuring timeliness, clarity, accuracy, and consistency.
- Assist in the creation and execution of marketing assets for single ticket and subscription campaigns, including direct mail, renewal materials, season brochures and audience acquisition materials.
- Provide outreach to targeted organizations and groups as it relates to marketing partnerships and activations.

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- Track and help manage marketing schedules and advertising deadlines in collaboration with the Marketing Manager.
- Support the development of non-Marketing Department collateral such as annual fund brochures, educational materials, signage, and other promotional pieces, ensuring that the content is accurate, timely, user-friendly, and is also promoted (as appropriate) via all relevant LAMC communications channels (i.e., web, social media, eblasts, etc.)
- Assist in lobby set-up for performances and events at Walt Disney Concert Hall and other performance venues.

## Minimum Skills and Requirements

- Bachelor's degree preferred in Marketing, Public Relations, Communications, Business, Arts Administration, or a related field.
- Minimum of three years of experience in marketing, communications, public relations, sales, box office operations, or a related field.
- An expert understanding of social media and pop culture.
- An expert knowledge of best practices regarding all social media platforms. Knowing what types of content work best on what platforms, what lengths, etc.
- Proficiency in Adobe Creative Suite and Canva is required, along with experience using email marketing platforms such as Wordfly, MailChimp, or similar systems. Proficiency with Microsoft Office Suite, WordPress or other content management systems (CMS). Experience with Tessitura is a plus but not required.
- Demonstrated experience in graphic design, social media & website management, email marketing, and copywriting for promotional content.
- Strong computer skills and exceptional written & verbal communication abilities are essential.
- Organized, detail-oriented, and capable of managing multiple projects in a fast-paced environment.
- A customer service mindset and a collaborative attitude are a must.
- Familiarity with choral music is a plus but not mandatory.

## Benefits

- Medical, dental, and vision insurance
- 403(b) retirement plan
- Paid time off
- Basic Term Life insurance
- Long-term and short-term disability

## Salary Range

- \$71,500 to \$75,000 annually.

The Los Angeles Master Chorale is an equal-opportunity employer. We comply with all applicable hiring laws, and we prioritize diversity at all levels of our work. Job applicants from all backgrounds are encouraged to apply.