



## **COMMUNICATIONS AND MEDIA COORDINATOR**

The Dallas Symphony Orchestra has an exciting opportunity for a Communications and Media Coordinator. This position will report to the Vice President of Communications, and the successful candidate will be responsible for supporting the creation of content, various communications duties, and tasks for the weekly concert videos.

As related to media responsibilities, the Communications and Media Coordinator will capture and edit content outside the weekly concert videos, including host and interview video segments for concert broadcasts, behind-the-scenes content; and marketing and development videos; manage a production calendar for promotional video and content; create basic graphics and/or motion graphics in partnership with the marketing department; gather scores and plots for weekly concert recordings for Next Stage Digital Concert Series; and help route media and assets to directors, editors and outside production companies.

Responsibilities relating to communications include assisting the VP of Communications and Communications Manager with media requests such as photos, bios, videos, and information; gathering program content and bios for weekly program book in coordination with Communications Manager; and serving as a member of the content team to identify and recommend content for social media and the DSO's website.

Our selected candidate will have a bachelor's degree and at least two years of relevant experience. Occasional nights and weekends will be required.

A key responsibility will be shooting and creating finished videos. As such, only candidates with experience in videography and editing will be considered. Experience with classical music is very helpful but not essential. Strong organizational skills are required, as is familiarity with video production workflow.

The Dallas Symphony provides excellent benefits, free parking, and tickets when available. Please submit your resume, salary requirements, and a sample of your video work (required) to [recruiter@dalsym.com](mailto:recruiter@dalsym.com).

Please note: COVID vaccination will be mandated effective August 1 for all DSO employees.

**The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. EOE- Equal Opportunity Employer**