



ELECTRONIC MEDIA COORDINATOR

Electronic Media and Tours Department

JOB SUMMARY

The Electronic Media Coordinator is responsible for the coordination of SFS Media projects, with a focus on supporting and assisting the Electronic Media Manager in running SFS Media, the in-house recording label of the San Francisco Symphony. Tasks will include project management, assisting in creation of new media products, routing of time sensitive materials, interfacing with internal and external customers of SFS Media, and scheduling and coordination of interdepartmental task force meetings. This position reports to the Manager of Electronic Media and secondarily assists the Manager of Tours and Media Production.

- Acting as the primary point of contact for all sales and shipments of SFS Media products including external vendors, third party warehouse management and internal accounting.
- Coordinating production process of new audio recordings for the SFS Media label including copyright clearance, and packaging.
- Coordinating production of promotional materials for SFS Media such as DVD EPKs (electronic press kits), creation of video clips, graphics, and materials to support licensing and distribution of SFS Media products and to promote the live concert experience.
- Organizing and maintaining records for electronic media projects including licensing, royalty and inventory information for each project
- Assist in preparation of sales and royalty reporting to artists and union organizations as required.
- Some administrative support of SFS Media department activities as needed.

QUALIFICATIONS

Minimum of five years experience in media production, project management or directly relevant experience. Candidate must be able to prioritize projects to improve productivity in dynamic fast-paced environment. Intermediate proficiency in Microsoft Office including Word and Excel, and Internet connectivity. Video and multi-media production skills and technical fluency a strong plus. Music knowledge a plus. Able to work independently and well under pressure. Detail oriented, multi-tasker and a quick learner. Strong organization and administrative skills. Vendor management experience

and an understanding of digital and video production helpful. Bachelors Degree or equivalent experience preferred.

APPLICATION INSTRUCTIONS

Please send a resume and a personalized cover letter explaining why this job is a perfect fit for you. Please reference "Job Code: EMC" in any correspondence or in the subject line of your e-mail.

E-Mail (Preferred): jobs@sfsymphony.org

Fax: (415) 863-5297

Mailing Address: San Francisco Symphony
Human Resources Department
Davies Symphony Hall
San Francisco, CA 94102
Job Code: EMC

Deadline to apply: Position open until filled

NO PHONE CALLS PLEASE

For more details, please check our web site at www.sfsymphony.org.

ORGANIZATIONAL PROFILE

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country's leading orchestras. Founded in 1911, the Symphony performs over 220 concerts each year for an audience of over 600,000. Symphony concerts are broadcast around the world on more than 215 radio stations. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world's highest honors. Its multimedia initiative, Keeping Score, is reaching millions of people with television and radio broadcasts, DVDs, and an interactive Web site. The Orchestra tours extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world's finest guest artists and conductors to Davies Symphony Hall. Over 70,000 young people are served each year by the Symphony's numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1st through 5th grader in San Francisco's public schools. The organization is led by President John Goldman and Executive Director Brent Assink

The San Francisco Symphony sets the highest possible standard for excellence in musical performance at home and around the world; enriches, serves, and shapes cultural life throughout the spectrum of Bay Area communities; maintains financial stability and gains public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.