



MEDIA SERVICES ASSISTANT

Marketing, Communications, and External Affairs Division

JOB SUMMARY

The **Media Services Assistant** provides extensive support in the development of all conventional materials, and is responsible for creation of ancillary material as directed. In addition, the Assistant routes and traffics all media. The Media Services Assistant reports to the Assistant Manager, Media Services.

The Media Services Assistant's core responsibility is to assist in the production and delivery process for all conventional SFS materials.

- Produce ancillary materials as directed
- Assist in the development of all printed materials
- Manage the delivery of printed materials to the consumer
- Manage the department's invoicing

SALES CAMPAIGN ORGANIZATION (75%)

- Assist in routing and compiling proofed materials
- Develop as directed materials which support sales efforts, including letters, ticket stuffers, postcards, and more
- Traffic print, display, radio, and ground advertising
- Coordinate the delivery of direct mail by developing expertise in direct mail:
 - Cultivate relationship with mailhouse
 - Maintain knowledge base of current mailing regulations
 - Coordinate mailings through outside vendors
- Print and distribute daily and weekly sales reports, which will include TM reports to and from the vendor
- Coordinate ticket stuffers with Ticket Services

INVOICE AND PAYMENT MANAGEMENT (20%)

- Code, route as necessary, and submit all vendor invoices, consulting allocation tool

- Develop database of normal expenditures; advise Campaign group on expected costs of various projects across all marketing channels

ANCILLARY MATERIALS MANAGEMENT (5%)

- Manage photo archive, noting in particular current approvals
- Maintain archives of departmental material
- Monitor in-house inventory of print materials; coordinate delivery and storage of brochures and distribute to staff and musicians; maintain box office lit racks

OTHER

- Proofread as requested all marketing material
- Assist with staffing events, free concerts, program production, etc as necessary
- Other duties as assigned
- Regularly attend SFS concerts and events

QUALIFICATIONS

- Bachelor's degree (or equivalent experience) or 1-2 years related experience required. Agency experience preferred. Creative and/or graphic design background a plus.
- Must have high level of energy, be goal-oriented, and have the initiative to manage multiple projects simultaneously in deadline-driven environment.
- Exceptional communication, organizational, and time-management skills.
- Must have proofreading experience, and be detail-oriented.
- Must have a basic understanding of graphic design and job trafficking.
- Ability to develop effective working relationships with cross-departmental members of Symphony staff and with outside vendors
- Proficient with MS Office.
- Classical music knowledge a plus.
- Overtime work will be necessary at times.

APPLICATION INSTRUCTIONS

Please send a resume and a personalized cover letter to apply for this position. Include "Job Code: MSA" in the subject line of your e-mail and in the body of your submission.

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: MSC

NO PHONE CALLS PLEASE

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

Deadline to apply: **Position open until filled**

BACKGROUND

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's mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.