



The
Kansas
City
Jazz
Orchestra

Marketing and Operations Coordinator

Position Overview

Part-Time | 25–30 hours per week

Compensation: Starting at \$20/hour

Evening and weekend availability required for concerts and events

The Marketing and Operations Coordinator supports KCJO's administrative, marketing, and community-engagement work by overseeing merchandise and inventory, coordinating content creation and posting across digital platforms, and assisting with donor relations. They help align programming with promotional strategies, support artist and sponsor engagements, and maintain consistent branding across all materials. The role also provides hands-on event and ticketing support, assists with on-site operations, represents KCJO at public events, and collaborates across departments to ensure smooth, mission-aligned execution of organizational activities. This role reports to the Executive and Artistic Directors.

Donor Relations Support

- Maintain donor database accuracy (LGL).
- Prepare and manage mailings to donors and patrons.
- Conduct outreach and maintain digital file organization.
- Coordinate donation pickups and support office organization.

Merchandise & Inventory Management

- Track and manage inventory of merchandise, technology, and donations.
- Handle sales via Square and oversee event setup and displays.
- Train support staff and assist with merchandise sales planning and display.
- Maintain financial records and report to leadership.

Marketing, Content & Web Management

- Collaborate with PR consultant on press and promotional efforts.
- Collaborate with digital marketing manager on promotional efforts.
- Manage content creation and posting for social media and email marketing.
- Design marketing materials and event programs.
- Coordinate printing, distribution, and maintain digital archives.
- Manage website content.
- Capture and organize photo/video content from events..

Strategic Engagement & Event Coordination



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- Execute content strategies aligned with KCJO's mission and growth.
- Lead front-of-house operations including ticketing, audience experience, and merchandise sales.
- Supports artist engagement.
- Support Artistic and Executive Directors in programming and promotional alignment.
- Assist with artist appearances and sponsor relationships.
- Ensure cohesive branding across materials and platforms.

Additional Responsibilities

- Provide technical and event support as needed.
- Represent KCJO at events and assist in promotional efforts.
- Collaborate across departments to support organizational goals.
- Other duties as assigned.

Required Skills & Qualifications

- Clear, professional written and verbal communication, especially when coordinating with artists, donors, and partners.
- Proficiency with standard office software and Google Suite
- Ability to manage and edit website content (Wix), email marketing platforms (Mailchimp), and basic social media scheduling/posting (Meta Business Suite).
- Comfortable with point-of-sale systems (Square) and basic financial/inventory tracking.
- Ability to create clean, audience-ready marketing materials - both print and digital.
 - Basic design competency (Canva, Adobe, or similar).
- Experience supporting live events, including setup and artist hospitality/support.
 - Willingness to assist with physical tasks such as moving equipment, merchandise, or signage.
- Ability to troubleshoot on-site needs calmly and efficiently.

Preferred (Not required)

- Bachelor's degree in music, arts administration, marketing, communications, or related field. Equivalent professional experience accepted.
- Self-directed problem solver who can anticipate needs before they arise
- Commitment to KCJO's mission and to community-centered arts engagement

For more information or to apply, please send your bio or resume and work samples to Alyssa Bell Jackson: alyssa@kcjo.org