

<b>Job Title:</b>	Advertising Sales Coordinator
<b>Department:</b>	Marketing & Public Relations Development
<b>Reports To:</b>	Director of Marketing & Public Relations Director of Development
<b>FLSA Status:</b>	Temporary Contractor
<b>Compensation:</b>	Paid on commission
<b>Benefits:</b>	None

**Position Summary:**

The Maryland Symphony Orchestra is looking for a highly driven Advertising Sales Coordinator who will be responsible for commission-based tasks as an integral part of our team. Your role secures advertisers for our Independence Day Celebratory Concert, Salute to Independence. The main responsibilities include networking, building relationships with regional businesses, and securing advertisers. This temporary position offers a unique opportunity to become a larger, more consistent role.

**Responsibilities:**

- Identify potential regional advertisers through networking.
- Arrange meetings with potential and existing local advertisers.
- Secure business sponsors and highlight benefits and key features of marketing in the 2024 Salute to Independence Program Book.
- Build and maintain solid working relationships with local businesses within the regional area.
- Generate and send invoices and maintain an accurate record of all leads, business accounts, and sales.

- Coordinate with advertisers to obtain their print-ready graphical ads and forward those to the appropriate staff member for design and layout.
- Regularly furnish updates and pertinent contextual details to the Director of Development, explaining the rationale behind the business's donation or specific request.

**Job Requirements:**

- Valid driver's license.
- Reliable mode of transportation.
- Effective communication skills and proficiency in English.
- Exceptional customer service skills.
- Ability to work independently.
- Strong technical skills and experience working with Microsoft Programs.
- Well-organized and responsible with an aptitude for problem-solving.
- A team player with a high level of dedication.

**Preferred Experience:**

- Proven experience in sales; experience as a sales coordinator or in other administrative positions will be considered a plus.
- Strong negotiation and consultative sales skills.

**Education:**

- High school diploma or GED is preferred.

**To apply:**

Please submit a brief cover letter (no longer than one page) and resume, as well as three professional references (name, phone/email, and nature of the professional relationship – two of which must be individuals who have managed you directly) via email to Katy Coleman, Patron Services Manager, at [kcoleman@marylandsymphony.org](mailto:kcoleman@marylandsymphony.org).

Successful candidates will be subject to a background check.

**Application Closes: January 19, 2024**