



Position: Part-Time Interactive Marketing and Design Coordinator
Facility Name: BMO Harris Bank Center & Coronado Performing Arts Center
Location: Rockford, IL

POSITION: Interactive Marketing and Design Coordinator
DEPARTMENT: Marketing
REPORTS TO: Director of Ticketing
FLSA STATUS: Hourly Non-Exempt

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Interactive Marketing and Design Coordinator at the BMO Harris Bank Center. The Interactive Marketing and Design Coordinator will be responsible for designing graphic materials, website management, social media management and media relations. This position will also assist the Marketing Coordinator with various marketing related projects and tasks for promoting and executing events.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Create and update digital venue advertising
- Coordinate promotions for social media & outside organizations
- Update thebmo Harris Bank Center & coronadopac.org as needed
- Update all social media accounts, including Instagram, Twitter and Facebook, etc.
- Maintain calendar of events for website, the Rockford CVB and other websites that promote BMO Harris Bank Center and Coronado events
- Update marketing department about developments in interactive technologies and ways to stay up-to-date
- Oversee the maintenance of files (i.e. press clips, photos, booking notices, etc.)
- Coordinate with house photography for all shows
- Assist with media interaction, show announces, pre-show interviews and day-of-show escorts
- Assist with the distribution of event materials as well as other grassroots efforts
- Sit in on all marketing/administrative meetings

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or GED required
- A current student with a major in Marketing or Business preferred
- Proficient in Photoshop
- Basic knowledge of HTML
- Understanding of various social media platforms

Skills and Abilities

- Strong verbal and written communication skills required
- Excellent organizational skills, ability to prioritize, multitask and meet frequent daily deadlines is essential
- Graphic design related experience preferred
- Creativity and resourcefulness a must
- Computer experience in Microsoft Word, Adobe Illustrator, Adobe InDesign and Photoshop programs preferred
- Knowledge of a variety of social media platforms including Facebook, Twitter, Instagram, and Flickr

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office products (i.e. Word/Excel/PowerPoint), graphics (i.e. Photoshop/Illustrator), and website design.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include the ability to operate a keyboard and move around the facility. Must be able to hear and speak to use two-way radio and telephone. Must be able to work extended hours, weekends, and holidays as required.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Apply at- External

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000278457206#/
06#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000278457206#/)

Internal-

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000278457206#/>

Recruiter- Lakin Eckhardt
BMO Harris Bank Center
300 Elm St.

Rockford, IL 61101

Applicants that need reasonable accommodations to complete the application process may contact 815-489-8237.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Date Opened: 11/3/17

Closing Date: 11/17/17