



POSITION TITLE: Digital Media Associate (Part-time)
DEPARTMENT: Marketing
REPORTS TO: Executive Director
CLASSIFICATION: Entry Level: Part-time, non-exempt,
LOCATION: Hybrid
COMPENSATION: Commensurate with experience

About Chicago Philharmonic

The Chicago Philharmonic Society is a collaboration of nearly 200 of the highest level classical musicians performing in the Chicago metropolitan area. Governed under a groundbreaking structure of musician leadership, the Society's orchestra, known simply as the Chicago Philharmonic, has been called "one of the country's finest symphonic orchestras" (Chicago Tribune). www.chicagophilharmonic.org

Position Overview:

The Chicago Philharmonic is seeking a creative and tech-savvy **Part-Time Digital Media Associate** to help amplify our digital presence, tell our story across platforms, and support ticket sales and audience engagement. This role is ideal for a detail-oriented self-starter with a passion for the arts and experience in social media, design, and digital content.

Responsibilities

- Develop and schedule engaging content across social media platforms (Instagram, Facebook, X, LinkedIn, etc.)
- Assist in maintaining and updating the organization's website (WordPress or comparable CMS)
- Maintain and organize the content calendar using **Monday.com**
- Support creation of digital assets for email campaigns, social media, and the website (graphics, event flyers, etc.)
- Content capture and editing of short video clips for promotional use (Instagram Reels, TikTok, YouTube, etc.)
- Collaborate with the marketing and development teams to align messaging and strategy with ticket sales and audience growth goals
- Monitor concert ticket sales and engagement metrics; adjust content calendar and marketing materials accordingly to support consistent sales growth
- Track and report on basic social media and digital analytics (Meta Analytics, KPI's)

Qualifications

- Demonstrated experience managing social media channels for an organization or brand
- Familiarity with Monday.com or similar project management tools

- Basic graphic design skills (Canva, Adobe Creative Suite, or similar)
- Experience with video editing tools (Premiere Pro, CapCut, iMovie, or similar)
- Familiarity with website content management systems (WordPress preferred)
- Strong writing skills and attention to detail
- Ability to work independently and meet deadlines
- Interest in or knowledge of orchestral music, theater, arts, dance or nonprofit work is a plus

To Apply

Please send a resume, a brief statement of interest, and samples of digital work (social posts, video, design, etc.) to apply@chicagophilharmonic.org with the subject line:

[Your Name] **Digital Media Associate Application**

Additional information

The Chicago Philharmonic is committed to creating a diverse and inclusive environment and is an equal opportunity employer. The Chicago Philharmonic prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, veteran status, genetics, disability status or any other characteristic protected by federal, state or local laws. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.