



Position Title: Digital Media Associate (Part-time)

Department: Marketing

Reports To: Executive Director

Classification: Entry Level: Part-time, non-exempt

Location: In person (Chicago Loop)

Compensation: \$20.00-\$25.00 hourly (commensurate with experience)

About the Chicago Philharmonic

The Chicago Philharmonic is re-imagining the orchestra concert experience through culturally diverse, genre-bending programs breaking barriers of exclusion in orchestral music. With nearly 200 musician members, trailblazing leadership, and a deeply collaborative artistic model, we are one of the most versatile, innovative, and ambitious orchestras in the country.

Position Overview:

The Chicago Philharmonic is seeking a creative and tech-savvy Digital Media Associate to help amplify our digital presence. 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
- Support creation of digital assets for email campaigns, social media, and the website (graphics, videos, event flyers, etc.)
- Assist in maintaining and updating the organization's website
- Maintain and organize the content calendar using Monday.com
- Track and report on basic social media and digital analytics (Meta Analytics, KPI's)

Skills:

- *Must* have experience managing social media channels
- *Must* be comfortable working in InDesign, Photoshop, & Illustrator
- *Must* have experience editing video
- *Ideally* have experience in WordPress

Our Ideal Candidate Has:

- An strong eye for branding
- A talent for writing marketing copy
- The ability to work independently
- Interest in or knowledge of orchestral music, live music, and/or nonprofit work

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

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.