

Job Summary:

The **Communication and Design Coordinator** will directly support the Hippodrome's events, restaurants, and brand partnerships through strategic marketing.

More on the Hippodrome and you:

Reopened in 2014 by the Turners, the Hippodrome was Waco's first luxury dine-in theater. 6 years later, the theatre is a regional brand that's known for high-quality Broadway-style acts and entertainment. While the Hippodrome still revolves around its movies and live entertainment, there's now a classic diner and a beautiful rooftop bar overlooking downtown.

We're looking for a full-time all-star **Communications and Design Coordinator** to support our programming team, who touch all of the above projects (and many others). This person should be intelligent, curious, organized, and a self-starter who excels at juggling priorities and efficiently managing and completing tasks. In addition to reporting to the President, this person will work closely with the entire programming team to create content on movies, concerts, events, The Hightop, and the Raleigh Diner for the website and other media. The coordinator should be a thoughtful writer, a diligent organizer, and excellent communicator. This role is best suited to someone who is comfortable taking initiative, as well as direction, and working cross-functionally with others and adhering to tight deadlines.

Day to Day

- Manage all brand partnerships and sponsorships
- Create and facilitate marketing timelines for concerts, live events, venue rental, and restaurant and bar
- Manage all advertising contracts and vendors including radio and television
- Create and schedule all social media and email content
- Design all digital and print materials
- Maintain website and other owned media
- Collaborate with programming team on executing live events including film festivals, occasionally jumping in on community events.

A Bit More About You

- A self-starter who is good at taking direction and then running with it
- Great attention to detail and desire to execute factually correct work that has a high level of integrity
- Strong, efficient writer
- Ability to work quickly and efficiently against tight deadlines
- Understanding of, and appreciation for the Hippodrome's history and mission
- Forward thinker who can research, read markets, and conceptualize new ideas
- A can-do attitude in a dynamic, fast-moving environment
- Excellent interpersonal skills and desire to collaborate extensively with colleagues
- Responsible, accountable, and loyal with an incredible work ethic.
- A good sense of humor (of course)

Skills

- Adobe Suite
- Social Media Marketing
- Digital Marketing
- Copywriting
- Mailchimp
- WordPress/HTML/
- Google Analytics