



TITLE: Marketing Coordinator

STATUS: Full Time, Hourly Non-Exempt, 40 hours per week, Benefits Eligible

PAY RANGE: \$26-\$28, depending on experience

SUPERVISOR: Director of Marketing

LOCATION: Hybrid, Issaquah/Everett (3 days on-site with the ability to telework 2 days)

APPLICATION DEADLINE: Open until filled; applications will be reviewed starting October 6, 2026

ABOUT VILLAGE THEATRE

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is the leading local producer of musical theater in the greater Seattle area. Producing entertaining, quality productions since 1979, Village has grown into one of the best-attended live theatres across Puget Sound with more than 12,000 Mainstage subscribers and 57,000 single ticket holders annually. Village is nationally recognized for its contribution to the development of new musicals, having supported the creation of more than 180 new works to date. Village is also home to a world-class youth education program for ages 5-20, serving more than 12,000 young artists and providing more than 4,500 hours of hands-on training and mentorship every year.

DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

Theatre lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Village Theatre we are dedicated to building a diverse and inclusive workplace, so if you are excited about a role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the candidate we are looking for!

More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: <https://villagetheatre.org/deia/>

ABOUT THE POSITION

Village Theatre seeks a highly organized, collaborative, and detail-oriented Marketing Coordinator to support the execution of marketing initiatives that advance audience engagement, ticket sales, community relationships, and institutional visibility. This

position serves as a key operational hub for the Marketing department, coordinating the production of playbills, managing community engagement activities, and providing administrative and project support across a wide range of marketing campaigns and initiatives.

The ideal candidate is an excellent multi-tasker who enjoys managing multiple projects simultaneously, communicating with numerous internal and external stakeholders, building relationships with community partners, and ensuring that details are executed accurately and on schedule. This role requires strong organizational skills, keen attention to detail, and a passion for connecting people with the transformative power of live theater.

PRINCIPAL RESPONSIBILITIES

1. Publications Project Management (25-30% of workload)

- Serve as the primary project manager for Village Theatre's Mainstage, Youth Education, New Works, and other organizational playbills, overseeing production timelines from planning through publication.
- Maintain detailed production schedules, project plans, and content deadlines within project management systems to ensure all materials are submitted on time.
- Coordinate the collection, organization, and verification of biographies, headshots, cast and creative team information, donor acknowledgements, sponsor recognition, leadership messages, production credits, and other editorial content.
- Serve as the primary liaison between Marketing, Artistic, Production, Development, Youth Education, external partners, and vendors throughout the publication production process.
- Coordinate multi-stage review and approval processes, ensuring content is distributed to appropriate stakeholders, feedback is collected, revisions are tracked, and final approvals are secured within established deadlines.
- Proofread and quality-check all publication content for accuracy, consistency, contractual requirements, proper attribution, and adherence to organizational standards.
- Coordinate delivery of content and production files to publishing, printing, and digital program vendors while tracking milestones and ensuring deadline compliance.
- Support the creation and distribution of digital playbill content and related audience-facing materials.
- Maintain organized publication archives, templates, production records, and documentation to support future publications and continuous process improvement.

2. Publicity & PR Coordination (25-30% of workload)

- Coordinate publicity and public relations efforts for Mainstage productions, Youth Education programs, special events, and institutional initiatives.
 - Facilitate creation and distribution of production-specific email communications, post-show communications, and monthly e-newsletters.
 - Draft and coordinate press releases, press invitations, media advisories, and other publicity materials for review and distribution.
 - Maintain media, journalist, influencer, content creator, and community partner contact databases.
 - Coordinate influencer and content creator partnerships, including invitations, attendance, deliverables, relationship management, and follow-up communications.
 - Coordinate media attendance, interview requests, photography opportunities, press-night logistics, and ticket allocations.
 - Process media agreements, contractor timesheets and contracts, and related publicity documentation in accordance with organizational policies and procedures.
 - Assist with fulfillment of promotional requests, marketing ticket trades, community partner offers, and media ticket allocations.
 - Track publicity placements, influencer activity, media participation, and related earned-media results.
3. Community Engagement Coordination (20-25% of workload)
- Coordinate community engagement initiatives that increase awareness of Village Theatre productions, programs, and services.
 - Cultivate and maintain relationships with community organizations, schools, businesses, affinity groups, and local partners.
 - Support planning and execution of community events, outreach opportunities, tabling events, festivals, and promotional appearances.
 - Coordinate distribution of promotional materials, community-partner offers, and audience engagement resources.
 - Track community engagement activities and maintain records of partnerships, outreach efforts, and outcomes.
 - Represent Village Theatre professionally at community events and public-facing activities as assigned.
 - Collaborate with cross-departmental teams to identify opportunities to expand audience development and community connection efforts.
4. Marketing Operations Support (15-20% of workload)
- Provide administrative and project coordination support across Marketing Department initiatives, campaigns, and events.
 - Assist with campaign implementation for Mainstage productions, Youth Education programs, special events, fundraising initiatives, and institutional marketing efforts.

- Coordinate departmental calendars, project timelines, meeting logistics, and task management systems.
- Prepare agendas, meeting materials, meeting notes, and action-item tracking as requested.
- Maintain organized marketing records, digital asset libraries, project files, standard operating procedures, and departmental documentation.
- Process departmental paperwork, contracts, invoices, purchase requests, and other administrative documentation in accordance with organizational policies and procedures.
- Support data collection, tracking, and reporting related to marketing campaigns, audience engagement, community partnerships, and departmental objectives.
- Collaborate with Marketing team members to ensure effective communication and coordination across campaigns, events, publications, and outreach efforts.
- Provide operational support for marketing events, audience engagement activities, and cross-departmental initiatives.
- Perform other duties as assigned in support of departmental and organizational goals.

YOUR SKILLS AND EXPERIENCE

- Two or more years of experience in marketing, communications, public relations, arts administration, community engagement, event coordination, project coordination, or a related field. Equivalent lived or volunteer experience will also be considered.
- Strong organizational skills and the ability to manage multiple projects, deadlines, and priorities simultaneously.
- Excellent written, verbal, proofreading, and editing skills.
- Exceptional attention to detail and commitment to producing accurate, high-quality work.
- Strong interpersonal skills with the ability to build positive relationships with colleagues, artists, patrons, community partners, media contacts, and vendors.
- Experience coordinating projects involving multiple stakeholders and approval processes.
- Comfort managing administrative details, tracking progress, maintaining records, and following established procedures.
- Proficiency with Microsoft Office, particularly Outlook, Word, Excel, Teams, and PowerPoint.
- Experience with CRM, ticketing, email marketing, project management, or content management systems is a plus (preferably Spektrix/Dotdigital).
- Ability to work independently while contributing to a collaborative team environment.



- Interest in theater, arts education, community engagement, and nonprofit organizations.
- Commitment to centering Diversity, Equity, Inclusion, and Accessibility in your work to create spaces that welcome, celebrate, and honor all people.
- Ability to work occasional evenings and weekends in support of performances, community events, and organizational initiatives.

COMPENSATION

The hourly rate for this position is \$26-\$28, depending on experience.

Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

APPLICATION INSTRUCTIONS

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The committee will create a rubric for assessment using the criteria from the job description. The committee will make recommendations on who should move on to the interview process based on the assessment.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetic information, disability, age, veteran status, or any other protected status.

Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. If you are invited to participate in the selection process and need ADA accommodation, please notify HR at resumes@villagetheatre.org.

To apply, please e-mail your resume and cover letter to: resumes@villagetheatre.org with “**Marketing Coordinator**” and your last name in the subject line. PDF Format is preferred. No phone calls, please.