



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN
EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Marketing Coordinator

Reports To: Director of Marketing (Executive Director until Director of Marketing position is hired)

Status: Full-Time, Non-Exempt

Application Deadline: Open Until Filled

Location: Tucson, Arizona

Hourly Rate: \$18-22/hr

About Arizona Theatre Company:

Founded in 1966, Arizona Theatre Company (ATC) is Arizona's only LORT (League of Resident Theatres) professional nonprofit regional theatre and the Official Arizona State Theatre. Nationally recognized for artistic excellence, ATC uniquely operates in both Phoenix/Tempe and Tucson.

All shows originate in Tucson, built in ATC's off-campus shops, and rehearsed and opened at the historic 635-seat proscenium Temple of Music and Art. In Phoenix/Tempe, ATC is the Home Company at the 550-seat Tempe Center for the Arts. ATC currently produces a five-show season, as well as other developmental programming.

ATC's mission is to create world-class theatre that explores what it means to be alive today—sparking empathy, curiosity, and joy while bringing communities together. Through mainstage productions, education programs, and community engagement, ATC serves more than 200,000 individuals annually.

Position Summary:

The Marketing Coordinator provides administrative and operational support for ATC's Marketing department. This position coordinates timelines, marketing assets, vendor relationships, calendars, and campaign execution while helping ensure projects move efficiently from concept to completion.

This role plays an important part in supporting ATC's marketing efforts by maintaining organized systems, preparing materials, coordinating projects, and supporting the successful execution of marketing activities. Arizona Theatre Company is committed to supporting professional growth and developing future marketing professionals through hands-on experience and mentorship. The ideal candidate is highly organized, enjoys creating order from complexity, and is excited to grow professionally while supporting a collaborative marketing team.



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One Statewide Team

ATC operates as one statewide team serving audiences in both Phoenix and Tucson. While each position has primary areas and locations of responsibility, all team members are expected to collaborate across departments and across locations, support one another during planned and unplanned personnel absences and facility changes, document key workflows, and contribute to the overall success of the department and organization. Flexibility, teamwork, and a willingness to support evolving organizational needs are essential to success at ATC.

Essential Duties and Responsibilities:

Project Coordination & Traffic Management

- Coordinate marketing timelines for productions and institutional campaigns, working with department leadership to assign priorities and communicate timeline expectations to internal stakeholders; monitor progress and proactively follow up on outstanding deliverables.
- Serve as the primary point of contact for marketing requests, providing regular status updates, managing stakeholder expectations, and coordinating required approvals prior to publication or production.

Department Administration

- Maintain departmental calendars.
- Track department budgets, invoices, purchase orders, and contracts; process vendor payments and purchase requests.
- Maintain an organized library of marketing assets, creative files, templates, and project documentation.

Production Support

- Coordinate production marketing materials and assist with program production timelines.
- Manage print orders and delivery schedules; coordinate shipping and distribution of marketing materials.
- Support opening night logistics and promotional events.
- Track recurring marketing initiatives and ensure projects launch according to established production calendars.



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Vendor & Partner Coordination

- Serve as liaison with printers, photographers, freelancers, agencies, and other vendors.
- Track project estimates and deadlines; coordinate approvals and production schedules with vendors.

Marketing Support

- Generate and maintain trackable Bitly links and QR codes to support marketing campaigns, printed materials, email communications, and event promotions.
- Assist with email production and update website content.
- Support social media scheduling.
- Coordinate promotional ticket requests and maintain marketing inventory and collateral.

Reporting & Continuous Improvement

- Maintain campaign documentation and assist with marketing reports.
- Track promotional partnerships.
- Organize photo, video, and creative asset libraries.
- Identify opportunities to improve workflows, increase efficiency, and streamline marketing operations.
- Support special projects and other related duties as assigned.
- Opportunities to support communications and content work (writing, PR support) may be available based on interest and department needs.

Qualifications:

Experience:

- One to three years of experience in administrative, marketing, or project coordination work — OR a demonstrated interest in theatre, the arts, or marketing paired with strong organizational skills. No project management software or CRM experience is required; training is provided.

Skills & Attributes

- Exceptional organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Demonstrated ability to build collaborative working relationships across departments and with external vendors.



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- Demonstrates initiative, curiosity, and a willingness to identify opportunities to improve processes while learning and growing within the role.
- Proficiency in Microsoft Office; experience with project management software or CRM systems preferred but not required.
- Demonstrated integrity, professionalism, sound judgment, and a collaborative work style.
- Alignment with ATC's mission and values, and a commitment to fostering an inclusive, respectful, and equitable workplace.
- Interest in the performing arts preferred.

Schedule & Work Environment

- This position requires evening and weekend work several times per month, primarily to support opening nights, promotional events, and production-related deadlines tied to ATC's production calendar. Schedule flexibility is offered to help offset event-heavy weeks.
- This position currently operates in a hybrid work environment. Exact details will be shared with candidates during the hiring process.

Application Procedure:

Please send cover letter and resume to ATCjobs@arizonatheatre.org and reference "Marketing Coordinator" in the subject line.

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, sex, sexual orientation, religion, disability, or national origin.