



Position – Marketing Coordinator
Koka Booth Amphitheatre
Cary, NC

POSITION: Marketing Coordinator
DEPARTMENT: Marketing
REPORTS TO: Director of Ticketing & Marketing
FLSA STATUS: Hourly

Summary

As the world’s leading venue management company and producer of live event experiences, Legends Global is the preeminent management and content partner with over 350 venues worldwide. Operating and investing in the world’s most important stadiums, arenas, convention centers, and theaters requires unmatched dedication and the most profound expertise. Our focus is YOU! Through investments in growth, resources, and technology we strive to enhance the experience of our internal Team Members and to continue creating amazing live experiences for the guests that we serve.

We are looking for a part-time Marketing Coordinator to be a part of our Marketing Department. You will be able to apply your skills in real world applications and learn the different aspects of the Marketing department and the methods within the company, support company policies, suggest improvements within the system and execute policies to ensure compliance with quality standards.

Essential Duties and Responsibilities

- Support the marketing department in daily administrative tasks.
- Develop and refine photo, video, and graphic content for both digital and print media using tools such as Adobe Suite, and other native platforms.
- Track and analyze social media, website, and email analytics, providing detailed reports.
- Conduct research in market, industry lists, competitors, and new opportunities.
- Contribute to the creation and implementation of marketing strategies and campaigns.
- Help plan and organize promotional activations at events.
- Assist with Sponsorship deliverables.
- Assist with community partnership activations.
- Learn and support basic box office and ticketing duties, as well as gain exposure to related responsibilities across other departments, to develop a broader understanding of venue operations and customer experience.
- Ability to work a flexible schedule, including nights, weekends, and holidays, in support of the venue's event calendar (season runs April–January).

Desired Qualifications and Skills

- Completion of undergraduate sophomore or junior year at an undergraduate college or university working towards a 4-year degree preferably in Marketing or Business.
- Proficiency in Microsoft office 365.
- Experience in Canva or Illustrator is a plus.
- Strong written and verbal communication skills.
- Detail- orientated and can efficiently multi-task.
- Ability to adapt and learn quickly.
- Excellent communication and organizational skills.
- Time management skills and ability to meet deadlines in a fast-paced environment.

NOTE: The essential responsibilities of this position are described below the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply: All applications must be submitted online via the following link:

Apply at: https://asmglobal.wd1.myworkdayjobs.com/careers/job/Cary-NC/Marketing-Coordinator_R100125796

Recruiter-Chelsea Gibbs

Legends Global-Koka Booth Amphitheatre

11000 Regency Parkway Suite 412 East Tower 4th Floor Cary, NC 27518

Applicants that need reasonable accommodations to complete the application process may contact 919-462-2025.

Legends Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.