

## Position Posting

**Position Title:** Digital Content Coordinator

**Status:** Part time, 25-30 hours/week

**Reports to:** Director of Marketing & Communications

**Posting date:** February 16, 2026

**Anticipated Start Date:** April 2026



## Organization Overview:

Jazz Arts Group (JAG) of Columbus is America's premier not-for-profit arts organization dedicated to producing, performing and promoting jazz music. The organization's mission is to advance and celebrate the art of jazz through performance and education. JAG performances include the Columbus Jazz Orchestra series (led by Byron Stripling) at the Southern Theatre, Jazz Arts Group Presents at the Lincoln Theatre (featuring rising stars, local legends and national acts), and summer concerts at the Hinson Amphitheatre (New Albany, Ohio). Education activities include the Jazz Academy (at the Lincoln Theatre) and its nationally renowned Columbus Youth Jazz program, Jazz in Schools, PBJ & Jazz Family Concerts, and a dynamic offering of community engagement opportunities for all ages.

## About the Role:

The Digital Content Coordinator is a key member of the JAG team, touching every department of the organization and representing JAG in person, online, and through creating digital content. This role is responsible for posting and maintaining JAG's social media pages and accounts, writing and scheduling digital newsletters, collecting content at the discretion of the Director of Marketing & Communications, to then create reels, advertisements, and other video assets for the organization, and making sure that the content and copy written is aligned with our brand and engages with patrons appropriately. The ideal Digital Content Coordinator has experience ideating, filming, editing, and producing digital content, is able to write copy for social media posts and newsletters, can keep focus with a multitude of projects occurring simultaneously, is able to operate within a brand structure and tone, and can easily engage with patrons, artists, and other guests.

## Responsibilities:

- Scheduling posts/reels for the organization's Meta pages/accounts utilizing the Meta business assets in order to promote ticketed events, free events, registrations for educational programming, and for storytelling initiatives.
- Writing engaging copy for social media posts and long form copy for newsletters and blogs to promote the subject of the post while maintaining the organization's brand and voice.
- Filming and assisting with filming content to be used in the organization's digital ads, reels, and storytelling initiatives both on professional devices (*training can be provided*) and on phones.
- Live posting via stories at concerts and events to showcase JAG's impact.
- Engaging with band members, guest artists, teachers, students, and others at the direction of the Director of Marketing & Communications to collect content to use for future ads, reels, and storytelling pieces.
- Editing and producing content collected for ads, reels, and storytelling pieces.
- Assisting in finding new ideas for content alongside the Director of Marketing & Communications and the JAG team.
- Attending JAG events, concerts, and programs to collect content at the direction of the Director of Marketing & Communications

### Desired Skills / Qualifications:

- 1- 2 years of relevant experience in content creation (photography, graphic design, videography), preferred but not required.
- Familiarity with most of the following (some training can be provided): Adobe suite, Final Cut Pro, Meta Business Suites, Canva, Google Workspace, Apple technology, and capabilities in managing spreadsheets, calendar software, and word processing documents.
- Experience using professional cameras for photography/videography preferred but not required.
- Experience working with and managing Customer Relations Management system and other large customer tracking tools
- Strong written and oral communication skills, experience in copy writing preferred but not required.
- Strong sense of process and organization; willingness to learn new skills and systems and improve upon existing ones.
- Emphasis on ease of external communication, being comfortable speaking to artists and others for them to participate in content creation is crucial.
- Exceptional organizational skills and attention to detail, ability to be deadline driven, manage competing priorities, and self-start on tasks.
- Flexibility to work outside normal office hours at concerts/events.

### The following characteristics are valued by JAG and serve as common working agreements for the administrative team:

- **Creativity:** Uses unique approaches and inventiveness. Seeks new alternatives and ideas.
- **Justice Minded:** Seeks equitable outcomes and has a strong sense of fairness and ethics.
- **Teamwork:** Ability to positively interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints and adapt to changing priorities.
- **Initiative:** Interest in role development and willingness to increase job knowledge.
- **Work Habits:** Demonstrates dedication, cooperation, adaptability and flexibility with changes in jobs and duties. Ability to work in a fast-paced environment and solve problems while communicating confidence to various constituents (donors, patrons, board members, etc.).
- **Passion for the Arts:** Desire to serve a common goal of creating and producing performing arts, a highly collaborative, deadline-driven, and complex endeavor.
- **Commitment to the Patron Experience:** Customer service orientation of the highest caliber, commitment to the patron/donor experience.

### More Information

This position is part-time (25-30 hours/week) with some opportunity for flex work (location and schedule). The ability to work evenings and weekends is necessary. Benefits include paid holidays, complimentary tickets to Jazz Arts Group performances, and more.

Hourly rate is commensurate with experience and the non-profit arts industry. Pay range will be shared with those candidates who advance past the initial screening interview.

**To Apply:**

Send a resume/work history and letter of interest to [ksmith@jazzartsgroup.org](mailto:ksmith@jazzartsgroup.org). Applications received by **Friday March 13, 2026** will receive full consideration. Please, no phone calls.

Salary information will be shared with candidates who are asked to continue past the first screening round.

*Jazz Arts Group is an equal opportunity employer. Applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.* Last updated: February 16, 2026