



**POSITION TITLE:** Marketing Communications Coordinator

**DEPARTMENT:** Marketing

**REPORTS TO:** Chief Sales & Marketing Officer

**SALARY:** \$36,000 to \$40,000 commensurate with experience, plus benefits

**POSITION:** Full-time, non-exempt

**LOCATION:** In-person (Todd Bolender Center for Dance & Creativity)

---

#### **ABOUT KANSAS CITY BALLET:**

**MISSION:** To Inspire and Engage Through the Beauty, Power & Passion of Dance

**VISION:** Outstanding Dance Experiences Accessible to All

Founded in 1957, Kansas City Ballet is a 30+ member professional ballet company under the direction of Artistic Director Devon Carney and Executive Director David Gray. Kansas City Ballet is a resident company at the world-class Kauffman Center for the Performing Arts, and each season features an eclectic repertory including traditional classics and exciting contemporary dances. Our professional company, the second company (comprised of KCB II and Trainees), professional dance school, and partnership programs, seek to nurture and develop our artists, audiences, and students in the values inherent in the creativity, diversity, and joy of dance. Kansas City Ballet reaches more than 20,000 students and adults each year through our many community partnerships and education programs for all ages. The Kansas City Ballet School offers professional dance training for the career-minded student as well as for those simply seeking a healthy lifestyle for over 2,000 students each year in two locations: the Todd Bolender Center for Dance & Creativity in downtown and our South Campus at Meadowbrook in Prairie Village, KS.

---

**About the role:** The Communications Coordinator provides essential cross-functional support to the Marketing, Philanthropy, and Partnerships departments. This position is designed for an organized, collaborative professional who will take on junior-level projects and responsibilities to help advance the organization's marketing campaigns, donor communications, and partnership initiatives.

Reporting to the Chief Sales & Marketing Officer, this role offers the opportunity to gain broad exposure across multiple departments while providing critical coordination and administrative support. The ideal candidate will be a proactive team player with strong communication skills, attention to detail, and the ability to manage multiple projects across different functional areas.

**Approximate hours per week required by position:** This is a full-time, non-exempt position. Normal office hours are Monday through Friday, 9:00 AM to 5:00 PM. Occasional evening and weekend work may be required to support special events, fundraising activities, performances, or partnership initiatives. This position is based in the office with potential for hybrid work arrangements after an initial training period.

**PHYSICAL DEMANDS:** Bending, stooping, sitting, and lifting 20lbs. Irregular working hours, some evening and weekend work may be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Marketing & Communications (40%)**

- Support the activation and execution of integrated marketing campaigns in collaboration with the Marketing Director and team
- Create, manage and maintain mass media emails and calendar to ensure timely delivery of campaigns
- Support and design the development of marketing collateral including invitations, direct mail, digital ads, and promotional materials
- Support press communications
- Proofread and edit marketing communications to ensure brand consistency and quality
- Assist with content management for the organization's website and digital channels

##### **Partnerships & Community Relations (35%)**

- Support partnership development, planning and relationship management activities
- Serve as a liaison between partners and internal departments to facilitate collaboration
- Assist with the coordination of partnership emails, communications and materials

- Help maintain partnership databases and tracking systems

### **Philanthropy & Donor Relations (25%)**

- Provide support to the Philanthropy team including tracking of communications deadlines and deliverables
- Assist with fundraising and event communications including emails, invitations, programs, and other materials
- Support annual fund campaigns including direct mail and digital appeals

### **QUALIFICATIONS:**

- Bachelor's degree in Communications, Journalism, Graphic Design, Public Relations, Marketing, or related field
- 1-2 years of experience in marketing, communications, development, or related role (internships may be considered)
- Experience with social media management and digital marketing platforms
- Nonprofit or arts organization experience preferred but not required

### **Skills & Competencies**

- Excellent written and verbal communication skills with strong attention to detail
- Highly organized with the ability to manage multiple projects and priorities simultaneously
- Demonstrates strong customer service skills with a focus on responsiveness, professionalism, and customer satisfaction
- Collaborative team player with a positive, solutions-oriented attitude
- Basic graphic design or Adobe Creative Suite skills required
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with email marketing platforms (Mailchimp, Constant Contact, etc.) preferred
- Strong research and analytical abilities
- Self-motivated and able to work independently as well as part of a team
- Creative thinking and problem-solving skills

- Ability to maintain confidentiality and handle sensitive donor information
- 

#### **HOW TO APPLY:**

Please direct inquiries and send a cover letter and resume to:

**Kansas City Ballet Human Resources** at [hr@kcballet.org](mailto:hr@kcballet.org)

Kansas City Ballet

500 West Pershing Road

Kansas City, MO 64108

Kansas City Ballet is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job-related disability or marital status. [kcballet.org](http://kcballet.org)