



Marketing Coordinator Job Description

Position Type: Full-Time, 40 hours a week, M-F

Reports To: Executive Director | **Location:** Arts@302: 302 S Main Street, Broken Arrow, OK

Compensation: \$35K-\$42K | **Benefits:** Health Insurance, PTO, Flexible Work Schedule, Professional Development

Job Description: ARTSOK is looking for a Marketing Coordinator to help tell the story of our programs and impact across Arts@302 art classes and gallery shows, Chalk It Up, Tuesdays in the Park, the Spotlight Series, Mimosas Off Main, and more. You'll transform what happens in our classrooms, galleries, and festivals into content that gets people excited to join in.

We are looking for someone to add to our small and mighty team helping to bring the arts to over 38,000 people in Northeastern Oklahoma! You will shape how ARTSOK shows up on social media, in print, on websites, and in the community. We're looking for someone creative and organized, who loves finding the story in everyday moments and can jump between an Instagram reel and a formal press release without missing a beat.

What We're Looking For:

- Bachelor's degree in marketing, communications, or related field preferred
- 1-3 years of experience in similar field (Entry Level)
- Comfortable creating and analyzing content for Instagram, Facebook, and TikTok
- Familiarity with Canva and/or Adobe Creative Suite
- Familiarity with website editing and managing using Wordpress
- Strong writer, clear communicator, detail-oriented
- Able to juggle multiple projects and deadlines without dropping the ball
- Happy to be behind the camera at classes and events (cell phone or professional)
- A collaborative team player who's reliable and shows up
- Available for occasional evenings/weekends when events call for it

What You'll Do

Marketing & Social Media

- Plan and run social content across multiple accounts for ARTSOK programs
- Create graphics, posts, stories, Reels/TikToks, newsletters, and campaigns
- Track engagement and share simple performance insights
- Manage and edit the ARTSOK website

Program & Event Promotion

- Collaborate with our marketing team to promote Arts@302 classes, camps, workshops, and performances, as well as our many exhibitions and artists.
- Support ARTSOK campaigns for Chalk It Up, Tuesdays in the Park, Spotlight Series, and Mimosas Off Main alongside event chairs.
- Design flyers, posters, digital ads, and signage that keep ARTSOK's brand consistent everywhere it shows up.

Event & Administrative Support

- Help with event logistics for classes, receptions, and special events
- Capture photo/video on-site for future promotion
- Support guest engagement, spreadsheets, contact lists, and other admin as needed

Program Information

For more information on Arts@302's programs, visit arts302.com

For more information on other ARTSOK programs, visit artsok.org