JOB ADVERT

Digital Marketing and Communications Co-ordinator

City of London Sinfonia is looking for a creative and driven Digital Marketing and Communications Coordinator to join our small, busy team.

We've spent the past two years reshaping how CLS shows up in the world and we're now ready to take it to the next level. Our story is being told; we need someone to help us tell it louder, to more people, and with more impact. This is a hands-on role with real variety: one day you might be building a campaign for an upcoming concert, the next creating content from a community workshop or a collaboration between poets and composers. You'll be working across everything from social media and email to print and partnerships, with plenty of room to bring your own ideas.

You don't need to come from a music background. You don't even need to come from the arts. What you do need is curiosity, initiative, and a genuine excitement about reaching new audiences.

We're a passionate, joyful team and we'd love you to join us.

Rowan Rutter, CEO | City of London Sinfonia | July 2026

About us

City of London Sinfonia (CLS) is a small orchestra with big ideas. From one-to-one moments in psychiatric hospitals to full-scale chamber programmes, we believe that music should be part of everyone's life. We explore what it means to be human through our collaborative and courageous work, staying curious and discovering new things along the way.

Founded in 1971, we are best known for our pioneering new commissions and collaborative work (the legacy of founder Richard Hickox who championed composers, singers and orchestral musicians) and our award-winning participation work which has seen us work directly with some of the most vulnerable members of society, bringing collaborative music-making to people in hospices, children's hospitals, care homes, and young people in NHS psychiatric hospitals.

The Orchestra plays for 35,000+ people a year in concert halls, theatres, parks, care settings and relaxed 'non-velvet' performance spaces. We are home to 45 regular orchestral players, hundreds more emerging and mid-career musicians & music makers, and thousands more audiences.

We believe music is more than dots on a page. Come and discover what else it can be with us.

Purpose & Key Responsibilities

Role Purpose

This role is at the heart of CLS's communications delivery. Working closely with the Head of Communications and Branding, you will manage the organisation's social media, website, CRM platform (Beacon), email communications, marketing collateral production, and event support. This is a delivery-focused, multi-channel role that requires excellent organisation, attention to detail, digital fluency, and a hands-on, collaborative approach.

Key Responsibilities

Digital and Social Media Content

CLS's social channels are where our work first meets new audiences — from behind-the-scenes moments to major premieres.

- Create and manage a calendar of engaging content across CLS's social media platforms (Instagram, Facebook, LinkedIn, YouTube, TikTok) with post-campaign metrics and feedback.
- Capture high-quality, engaging smartphone video and audio during rehearsals, concerts, and backstage events that stimulate and grow our audiences.
- Edit fast-paced, high-impact short-form video content (Reels, TikToks, Shorts) that showcases our musicians and music and drive strong ticket sales.

The Role

Key Responsibilities

Design & Collatoral Creation
From concert programmes to flyers, good design remains a tangible expression of the CLS brand

- Design concert graphics, programme assets, and social media templates using Canva or Adobe Creative Suite, within brand guidelines.

Marketing Communication
Our newsletters and email communications reach audiences, donors, and musicians; each requiring a different voice and level of care.

- Design and create newsletters via Dotdigital that increase audience engagement
- Manage and maintain the subscriber database (Beacon) maintaining good data hygience.
- Monitor performance analytics and support campaign improvements in content, timing, and segmentation.

The Role

Campaign co-ordination

Every CLS project has its own story. Your job is to help find and tell it across the right channels at the right moment.

- Deliver content and campaign assets for concerts, projects, and partner engagements, including flyers, social posts, and digital content.
- Drive ticket sales through targeted digital campaigns, tracking performance and adjusting content and messaging to maximise reach and conversion.
- Coordinate campaigns across collaborative/participation projects, own productions, and hires.
- Coordinate feedback collection, vox pops and post-event reporting.

Website Management

Our website is the showcase for our performances and a permanent home for past productions, keeping it current and accessible is essential to how our audiences find us, join our mailing list and make donations.

- Keep the CLS website (WordPress) current with event listings, musician profiles and production updates.

The Role

Media & Asset Management

Our photo and video archive is the raw material for our marketing content and keeping it organised helps make everything else possible.

- Maintain CLS's photo and video archives on the shared drive.
- Coordinate photography and videography coverage for selected events.
- Ensure media usage permissions are in place and properly credited.
- Support basic video editing in-house using Premiere Pro or similar.

Operational Support

Behind the smooth running of every CLS event is careful coordination — from managing the shared inbox to supporting front-of-house on the night.

- Provide ticketing administration and front-of-house support.
- Plan, co-ordinate and support events, workshops and rehearsals as required.
- Support Leadership with event administrative support, planning and co-ordination activities.
- Maintain ticket sales and social media metrics tracking

Person Specification

Skills & Experience

- Experience in a marketing, communications, or project delivery role within the arts, cultural or not-for-profit sectors.
- Familiarity with Dotdigital, Adobe Creative Suite, Canva, and video editing tools (e.g. Premiere Pro).
- Experience selling events and interfacing with audiences
- Curiosity about music and its potential to connect across communities
- Strong written and visual storytelling skills across social media and digital platforms.
- Experience with website CMS (WordPress preferred) and CRM platforms.
- A confident, clear communicator and team collaborator.

Personal Attributes

- Enthusiasm for projects that cross art forms.
- Ability to see the bigger picture whilst maintaining focus on detail.
- Calm under pressure and able to manage competing deadlines.
- Resourceful, proactive, and solutions-oriented.
- Willing to work flexible hours around concerts and events.

How to Apply

Hours: 3 days per week (hybrid minimum 1 day per week in office)
Core in-office days: Tuesday - Friday
Salary: 28 -30k per annum (pro rated)
Location: Shoreditch, London
Reports to: Head of Communications and Branding
Holidays: Pro-rated equivalent of 25 days per year (15 days at 60% FTE) plus bank holidays
Pension: Contributory pension scheme (statutory 3% employer contribution)
Benefits: Enhanced parental leave policy. CLS offers a workplace nursery savings scheme through Enjoy Benefits to support working parents.

How to Apply:

Please send your CV and a covering letter to info@cls.co.uk, for the attention of Kate Sanderson, Head of Communications & Brand.

The deadline for applications is Thursday 7 August. Successful candidates will be contacted the following week, with interviews taking place week commencing 17 August 2026.