



Arkansas Symphony Orchestra Society Inc.  
Announces an opening for

**Marketing Assistant and Building Manager**

**JOB DESCRIPTIONS:**

**Building Manager**

Front Desk receptionist to direct foot traffic and guests

General Building maintenance: call vendors for help, catering kitchen, order supplies, building scheduling for musicians, other to keep building in order, assist production manager with set-up in Morgan Hall as needed

Other duties as assigned.

**Marketing Assistant**

First for answering phones to sell tickets and assist patrons, work front-of-house for concerts

Gather material for Playbill

Social Media management

Write simple emails, build emails, send emails

Other duties as assigned.

**Ideal Candidate will:**

Be curious, intelligent, team player, excellent communicator, and desire to be part of the ASO culture.

**CLASSIFICATION:**

Full-Time non-exempt position.

**REPORTS TO:**

This position reports to Executive Coordinator.

**COMPENSATION:** \$30,000 year plus benefits

**HOW TO APPLY:** Send resume to [dwinkler@arkansassymphony.org](mailto:dwinkler@arkansassymphony.org) or to  
PO Box 7328, Little Rock, AR 72217

**APPLICATION DEADLINE:** May 1, 2026

**About ASO**

Arkansas Symphony Orchestra is a leading non-profit performing arts organization for the state of Arkansas. We expect members of the professional administrative team to embrace the values of ASO: continual learning, artistry, courage and connectivity. The ASO culture supports teamwork and joy, and the average staff tenure is nine years. For more information on ASO, go to [arkansassymphony.org](http://arkansassymphony.org).