



Arkansas Symphony Orchestra Society Inc.
Announces an opening for

Marketing and Office Assistant

JOB DESCRIPTIONS:

First for answering phones to sell tickets and assist patrons.

Work front-of-house box office for concerts

Gather material for Playbill

Social Media management

Write simple emails, build emails, send emails

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.

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. Some Overtime Required.

REPORTS TO:

This position reports to Executive Coordinator.

COMPENSATION: \$30,000 year plus benefits

HOW TO APPLY: Send resume to dwinkler@arkansassymphony.org or to
PO Box 7328, Little Rock, AR 72217

APPLICATION DEADLINE: June 30, 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.