

# Marketing Coordinator, Evans & Sutherland

Evans & Sutherland, a world-leading supplier of planetariums and dome visualization systems, is seeking a motivated, creative individual to support all aspects of company marketing. This employee will develop marketing materials, web content, print collateral, video presentations, and generally assist the marketing director and sales team.

In this position you will create content needed to promote Evans and Sutherland and its subsidiary company, Spitz Inc, through print, website, direct campaigns, social media, newsletters, press releases, and video. This career is an opportunity to develop creative messaging in support of all E&S products and services. The ideal candidate brings a strong desire to communicate a clear, effective vision for company strengths within a small team of sales and marketing professionals.

## Essential Functions

- Create and update written materials such as brochures, sell sheets, and proposals.
- Coordinate and implement web updates. Support marketing campaigns by updating advertising templates and other required graphic layouts.
- Conceive, assemble, and update promotional videos.
- Establish and maintain schedules for content creation and advertising placement.
- Assist sales and marketing in developing new ideas as market needs and competition change.

## Knowledge, Skills, and Abilities

Must enjoy writing and bring strong writing skills to the position. Creativity is essential. Seeking experience with graphic creation and editing, including knowledge of layouts, web graphics, and print formats. Good communications skills and the ability to complete multiple projects simultaneously. Must be self-motivated and able to work in a team environment. Familiarity with video editing will be helpful. Candidates with experience in web development are preferred – WordPress development framework in particular.

Must have experience with Adobe Illustrator and Photoshop, as well as experience creating graphics and layouts in vector and raster formats. Proficient with MS Office, including Word and PowerPoint. Familiarity with on line campaign distribution and marketing software will be helpful.

Candidates with planetarium experience are preferred.