



## Marketing Coordinator Job Posting

<b>Classification:</b>	Full Time/Exempt/Salary
<b>Salary Range:</b>	\$58,000
<b>Benefits:</b>	Paid time off, health, dental and vision insurance plans
<b>Location:</b>	Sie FilmCenter – 2510 E. Colfax Ave., Denver, CO 80206, on location as needed, and remote Work

**Reporting Structure:** Reports to the Marketing Manager

### Summary Job Description:

The Marketing Coordinator supports the execution of Denver Film’s marketing campaigns across social media, email, website, and digital platforms. This role is hands-on and production-focused, responsible for executing and deploying campaigns, creating and editing content, managing website updates, and supporting promotional efforts across festivals, year-round programming, and fundraising initiatives.

The ideal candidate is highly organized, creative, detail-oriented, and comfortable working in a fast-paced environment with multiple deadlines.

### About Denver Film:

The first Denver International Film Festival was successfully launched in May 1978. Three years later, the 501(c)(3) nonprofit Denver Film Society was created to expand opportunities to bring films to Denver that otherwise might not be shown, and to celebrate and cultivate film as an art form. Over the years the organization has grown into one of the largest and most respected cultural institutions in the Rocky Mountain region. In 2019, the organization rebranded to Denver Film to build a more inclusive organization. This effort continues as we focus on diversity, equity, inclusion, and accessibility across our wide array of year-round programs including Colorado Dragon Boat Film Festival, Women+Film Festival, CinemaQ Film Festival, CineLatinx Film Festival, Film on the Rocks, the Denver Film Festival, and other programming. Denver Film operates the Sie FilmCenter, which is the year-round cinematic home hosting over 800 films, education programs, community conversations, filmmakers from around the world, and special events throughout the year.

### Our Mission:

Our mission is to create entertaining and transformative experiences for the Colorado community through the power of diverse voices in film.

### Our Values:

- Creativity – We cultivate curiosity and innovation in everything we do to transform lives through film
- Community – We strive to create a sense of fellowship with others; we continuously explore ways in which film can foster community

- Accessibility – We advocate for diverse ideas, cultures, opinions, and needs of communities with focuses on diversity, equity, inclusion, and accessibility
- Professionalism – We act with respect, integrity, and competence. We are accountable for our actions and choices
- Excellence – We challenge ourselves to mindfully curate films that educate, inform, and invoke through provocative conversations
- Collaboration – We embrace partnership and teamwork, working collaboratively to build community through film

**Job Duties and Responsibilities:** The duties and responsibilities of this position include but are not limited to:

#### Campaign Execution

- Executing integrated marketing campaigns across social, email, website, and digital channels
- Building, scheduling, and deploy emailing marketing campaigns
- Coordinating campaign timelines and ensuring deliverables are completed on schedule
- Assisting in implementing marketing strategies for festivals, special events, and year-round programming
- Tracking campaign assets and ensure consistency across platforms

#### Social Media

- Creating, scheduling, and publishing social media content across all platforms
- Capturing and editing real-time event content (photo/video)
- Writing engaging social copy aligned with brand voice
- Engaging with audiences and collaborators to grow awareness

#### Website Management

- Updating and maintaining website content using WordPress
- Adding films, events, sponsor assets, and promotional materials
- Optimizing images and media for web use
- Ensuring links, pages, and campaign materials are accurate and up to date

#### Content Creation & Video Editing

- Editing short-form video content for social and digital campaigns
- Resizing and adapting creative assets for multiple platforms
- Assisting in the production of digital promotional materials
- Collaborating with the creative team to support visual storytelling

#### Sponsorship & Partnerships

- Fulfilling digital sponsorship assets across email, social, and website
- Ensuring sponsor placements are accurate and on schedule

#### General Marketing Support

- Assisting with internal marketing materials and promotional needs
- Collaborating across departments to gather content and messaging
- Supporting special projects and events as assigned

#### Desired Skills

- A love of film, arts, and culture

- Commitment to the Mission, Vision and Values of Denver Film
- Strong writing and communication skills
- Experience with social media platforms and email marketing tools
- Familiarity with WordPress
- Basic video editing skills
- Excellent inter-personal, verbal and written communication skills with ability to act in professional manner with members of the public and with staff members
- Maintains confidentiality and security of Denver Film's confidential information
- The ability to be calm and move confidently under high pressure scenarios
- Ability to work independently in a fast-paced environment while supporting the goals and initiatives of a collaborative team
- Strong time management skills and the ability to meet deadlines
- Excellent attention to detail, problem-solving ability, and organizational skills
- Exceptional customer service skills
- Intermediate to advance skills in word processing, spreadsheet, database, presentation software and internet required

**Special Requirements:**

- A current driver's license and access to reliable transportation
- Ability to work evenings, holidays, and weekends during festivals and events
- Ability to lift up to 25 lbs. and assist with event setup as needed

**Timeline:**

Review of applications begins on receipt. The deadline to apply is March 31, 2026. If your application is moved forward, the application process may include 1-2 interviews with Denver Film staff members. The starting date will depend on availability.

*Denver Film is an equal opportunity employer. At Denver Film, we are committed to creating a diverse environment and are proud to promote inclusiveness in everything we do. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Denver Film is also committed to compliance with the Americans with Disabilities Act (ADA). While performing the duties of this position, the employee is regularly required to talk, hear and see. We will ensure that persons with disabilities are provided reasonable accommodations.*