

Marketing Coordinator

Angeleno magazine is a monthly luxury lifestyle publication that focuses on fashion, dining, nightlife, beauty, travel, design, entertainment and the arts.

Angeleno magazine currently has a Marketing Coordinator position available. The Marketing Coordinator will be responsible for contributing to both the sales, promotional and event aspects of the marketing department. This position plays an integral role in writing sales and marketing materials, coordinating and implementing *Angeleno* events, media sponsorships and other strategic partnerships.

The overall responsibilities for the marketing coordinator include writing marketing materials and media kits, event coordination, managing marketing collateral materials, vendor coordination, and data base management. The position requires someone that is proactive, efficient as well as someone who is a strong writer and team player. The candidate also needs to have a very strong work ethic and possess strong communication skills.

Some duties include assistance with:

- Writing sales, marketing and merchandising proposals, media kit, event recaps and press releases
- Creating sales collateral material
- Planning and coordination of events (developing budgets, timelines, coordination with vendors, managing event logistics, etc.)
- On-site event coordination
- Post-event follow-up, including creating case studies/ post event re-caps
- Creation of marketing and merchandising materials
- Database management

Applicants must have a minimum of two years work experience in a similar or related field.

Please send a cover letter and resume to Lisa Gild (lgild@modernluxury.com).