



Discovery Cube offers hands-on science education that delights, challenges, and encourages kids. Discovery Cube has made a positive difference in thousands of lives for 35 years. Our organization achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These future-forward initiatives inspire educators, their students, and all of us committed to learning for life.

Our original center in Orange County, as well as our newer Los Angeles campus, gives those seeking immersive, interactive science activities a way to jump into the learning fun. In addition to our campuses, educational outreach programs remain a major part of our mission. Bringing a host of experiences directly to learners is essential to achieving the organization's core initiatives. It's a mission that also includes empowering real-world applications by giving learners a chance to make a difference. This vision has made the Discovery Cube a prominent advocate for modern science education over the years. Spotlighting science as a solution and as a force for good is what Discovery Cube so successfully does.

Position:

As a member of the larger brand marketing team, the Marketing/Production Coordinator will support all of the creative production and marketing efforts of the Discovery Cube brand and adjacent departments, including education, development, exhibits, events, etc. We are looking for a Coordinator with a creative, outgoing, fun-loving approach to their work, while maintaining an eye for detail in all creative and production workloads, timelines and outcomes,

You will work closely with the Director of Marketing and team to help coordinate all of the new, current and future production efforts across a myriad of brand PESO channels (paid, earned, social and owned) including large-scale creative campaigns across venues.

You are detail-oriented, able to manage priorities between multiple projects and are comfortable with scheduling, planning and managing spreadsheets, calendars. You thrive in a fast-paced environment and are used to managing competing priorities. You have strong experience with marketing and advertising production (pre- and post-production) as well as the platforms required for creative collaboration (JIRA, Adobe Creative Cloud, Sprout Social, etc.). We're looking for a strong collaborator who can streamline our current processes.

Responsibilities:

- Manage day-to-day workflows between internal teams to support creative concepts, outcomes and deliverables
- Manage the permits, applications and documentation for third-party vendors and community partners (OC & LA)
- Prepare and maintain task lists, calendars, issue tracking, status reports, and meeting notes
- Experience with booking freelancers and managing invoicing
- Support all digital marketing efforts including social media, web, and digital advertising.
- Build and maintain spreadsheets
- Organize production materials
- Collaborate with the marketing team on supporting social media campaigns and content creation cross-brand
- Assist with strategizing additional marketing opportunities



Qualifications:

- 2-4 years of related graphic design and production experience within a corporate and/or consumer brand or agency
- Strong understanding of creative and production platforms (Adobe Creative Suite including Acrobat, Photoshop, Illustrator, InDesign, Canva, etc.)
- Strong experience with print production and file preparation
- Knowledgeable and skilled in MS Office (Excel, Word, Outlook, and PowerPoint)
- Project management and organizational skills
- The ability to work with templates and style guides to support and maintain their timely updates and brand changes
- Must have strong work ethic, problem solving and prioritization skills
- Must be able to work independently and as part of a team
- Creative thinker; thinks “outside the box” when it comes to managing the day-to-day workflow of the marketing team
- A talent for anticipating needs and proactively addressing them when necessary
- A proven track record of operating independently, demonstrating creativity, maintaining organization, meeting deadlines, and working with daily time constraints and competing priorities
- A collaborative, team-oriented attitude with the ability to engage on all levels of the organization
- A deep understanding of digital media including social, video, and web

What’s In It For You:

- Medical, dental and vision insurance
- Optional supplemental insurance coverage
- 401K with up to 4% match after one year for full-time employees
- 14 Free general admission tickets per year
- 4 Bubblefest tickets plus admission
- 10% of on-site dining and shopping discount
- Employee discounts through ADP
- Accrued paid time off for full-time employees
- 10 paid company holidays

Pay Range for this position is: \$49k-\$55k

Discovery Cube provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status,



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genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.