



DANIELA ORTIZ

Denver, CO

September 14, 2026
Cedar Park Arts Center

Dear Hiring Manager,

I am applying for the Marketing Coordinator role at Cedar Park Arts Center. I am looking for a role with a mix of writing, website updates, and local events, and this opportunity offers that combination. My current marketing work at Juniper Community Theatre would help me keep the center's class, exhibition, and community event information clear and up to date so people know how to take part.

At Juniper, I write and prepare the monthly email newsletter in Mailchimp and update performance and class pages in WordPress. I also schedule social posts and prepare posters using existing Canva designs. I do this work for the theatre's performances, classes, and volunteer events.

I check the details with program staff to keep this information consistent. After a rehearsal change appeared on the website but not in a scheduled email, I set up a shared event-details sheet with confirmed dates, prices, and booking links. Program staff update the sheet when something changes. I now check each post and email against it before it goes out and follow up with staff when a detail is unclear.

Thank you for considering my application. I would welcome a conversation about how I could support Cedar Park Arts Center's day-to-day marketing and help people find the information they need to attend.

Sincerely,

Daniela Ortiz