

Administrative Assistant (23.10.18)**Application Process**

Skagit Symphony is passionate about creating an inclusive workplace that promotes and values diversity. Everyone is welcome and our employees are comfortable bringing their authentic selves to work. We believe that diversity drives innovation and allows employees to do their best work. *Please send a thoughtful cover letter stating why you think you would be a good fit for this position, along with your resume to operationsmanager@skagitsymphony.com.* Applications will be reviewed on a rolling basis and accepted until the position is filled. It is our policy to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

Compensation and Schedule

Hiring wage range is \$17-18/hr DOE with strong potential for growth. The work schedule is somewhat flexible, though preferably Monday - Thursday, 10:00 AM to 3:00 PM, with up to 5 additional flexible hours at other times/days each week depending on concert/event schedule and office needs. Some weekend and evening hours will be required.

Function/Role

The Administrative Assistant is responsible for providing overall administrative and operational support to Skagit Symphony to enhance the effectiveness of the administrative team. Responsibilities include: records and information management, general receptionist duties, and assisting with projects as assigned. The Administrative Assistant is an integral role to ensuring all office operations run effectively and efficiently. Skagit Symphony staff is a small team that works closely together to bring exceptional music to the Skagit region. No task is too small as we all understand that all responsibilities get us closer to our mission. The Administrative Assistant reports to the Operations Manager. This position is an hourly employee.

Duties & Responsibilities**OFFICE/ORCHESTRA/DONOR MANAGEMENT**

1. Serve as initial point of contact to receive all incoming phone calls; ensure effective telephone communication to maintain the organization's professional image
2. Manage the Symphony cell phone, forward messages and respond to inquiries
3. Manage incoming & outgoing mail
4. Monitor the organization's general email account: fielding inquiries and forwarding them to appropriate staff members in a timely manner
5. Manage office supplies for all staff, communicating with Operations Manager to procure them
6. Prepare banking, make deposits; process credit card payments
7. Generate/facilitate donor thank-you receipts and calls in conjunction with Executive Director and Operations Manager
8. Coordinate technology in the Symphony office, including equipment management
9. Oversee and prepare bulk mailings; oversee mailing assembly as requested by the Operations Manager or acting volunteer coordinator
10. Organize and implement record management both digitally and physical, filing and other administrative tasks
11. Manage Skagit Symphony facilities, including office space and storage facility

12. Maintain Constant Contact database and mailing lists; manage donor database; generate database reports as requested by Symphony staff
13. Produce electronic announcements, such as staff and stakeholder updates, marketing campaigns and newsletters for the organization using Constant Contact, or other applications
14. Collaborate with Music Director and Librarians for music distribution, printing, scanning and archiving support
15. Provide support/collaborate with other staff on various projects/tasks as needed and requested
16. Manage monthly and annual dues, subscriptions, and licenses

CONCERTS & EVENTS

17. Create and submit online outreach/marketing blurbs for all performances and events
18. Generate donation levels list for printed concert program; coordinate with Operations Manager
19. Arrange comp tickets from McIntyre Hall box office for concerts
20. Manage and record event tickets sales and RSVPs
21. Prepare concert and event supply boxes; generate materials for concert table/backstage
22. Provide onsite event support, including some evenings and weekends
23. Set-up and staff concert table; manage post-concert cleanup in McIntyre Hall lobby
24. Organize and supervise money handling at concerts and events
25. Produce special event budgets and reports for ED to report to Board
26. Coordinate media contacts with Executive Director; Develop and implement PR strategies including media outreach, issuing press releases, fielding media inquiries and creating and maintaining media lists
27. Act as "brand ambassador", ensuring proper and consistent use of naming conventions, brand attributes and logo
28. Prepare photography and other media for publication and maintain digital media library
29. Manage email communications program, including campaign messages and fundraising e-appeals, event promotions and performance promotions
30. Produce pre-concert/intermission slideshows

Required Qualifications & Skills

- Minimum of three years of administrative or office management experience required
- Strong problem-solving and time management skills; must be able to prioritize and manage multiple assignments and deadlines within a fast-paced, dynamic environment
- Effective and professional verbal and written communication skills with the ability to interact with a variety of people at all levels within the organization
- High proficiency with Microsoft Office Suite, with confident use of Excel, Word and Outlook
- Excellent interpersonal skills; service oriented
- Ability to maintain confidential information and documents with discretion
- Ability to work independently as well as collaborate as part of a team
- Demonstrated ability and capacity to execute tasks with accuracy, consistency, efficiency, and attention to detail.
- Familiarity with file management and maintenance of database records
- Ability to work remotely on short notice occasionally
- Valid WA State driver license

Preferred Qualifications & Skills

- Tech savvy with understanding of databases such as Exceed Basic; online communications and organizational applications such as Google calendar, Constant Contact, and social media applications, etc.
- Background or experience in nonprofit arts & culture and/or knowledge of or interest in classical and/or orchestral music
- Proficiency in speaking, reading and understanding Spanish

ADA Specifications

- While largely sedentary, this position requires the ability to sit, climb stairs, stand, lift up to 20 lbs., as well as speak, and hear, sometimes for extended periods of time
- Requires the ability to use a computer and office equipment traditionally found in office settings
- Limited local and regional travel

COVID-19 Vaccination Requirement

- Candidate will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment.