

LET US AMAZE YOU!

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

PURPOSE: To provide organizational stability by serving as Assistant to Executive Director in the overall and everyday operations of the BCSA.

SCOPE: Serve as the initial point of contact for patrons, musicians, vendors and other persons. Assume office operations in the absence of and under direction of the Executive Director. Provide administrative support to Executive Director, Musical Director, Orchestral Manager and Board members as needed.

SUPERVISOR: Executive Director.

DUTIES:

- Open and close the office daily and act as receptionist. Handle patron and management requests and needs.
- Answer phone, process incoming mail, prioritize correspondences and forward to appropriate persons.
- Return emails and calls in a timely fashion.
- Perform daily tasks to ensure smooth office operations. Maintain physical and online office files.
- Utilize Arts People software to process tickets, add patrons, maintain accurate database and create reports as needed. (will train)
- Research and prepare information for committee initiatives.
- Serve as Box Office Manager at concerts. Accurately enter and process transactions.
- Assist Executive Director with planning and implementation of various initiatives.
- Assist Executive Director with donor memberships and corporate sponsorship programs.
- Assist with grant writing as needed.
- Assist with QuickBooks tasks as needed.
- Prepare reports for Board and Committee meetings.
- Maintain inventory list of marketing materials and reorder as needed.
- Prepare presentation materials for the Executive Director as needed.
- Monitor and order supplies as needed.
- Assist librarian with scan/print/upload of music for musicians.

DESIRED SKILLS:

- Ability to multi-task and manage priority tasks daily.
- 3-5 years of administrative assisting or management experience.
- Knowledge of fundraising and membership development a plus
- Ability to work with various people in a professional and friendly manner.
- Good working knowledge of MS Office, Outlook, Internet, QuickBooks, Social Media, DropBox, etc
- Excellent organizational and communication skills.
- Ability to work independently and without supervision as needed.
- Knowledge of grant writing is a plus.