



Administrative Assistant Job Announcement

July 8, 2024

The Berkeley Symphony seeks a part-time Administrative Assistant to start in August 2024. Work takes place onsite at the Berkeley Symphony office and at concerts and events. Approximately 20 hours per week on average, schedule is negotiable but will include some evenings and weekends.

Background

The Berkeley Symphony's adventurous concert programs combine innovative new works with traditional classical repertoire to engage the curiosity, spirit, and intellect of our audiences. In addition, our award-winning *Music in the Schools* program brings symphony musicians into Berkeley public elementary school classrooms. With our public concerts and education programs, we serve over 7,500 people per year.

The Berkeley Symphony is an open, inclusive, and welcoming organization for all. Applicants from diverse backgrounds are strongly encouraged to apply.

Position Summary

The Administrative Assistant supports the Executive Director in all aspects of Berkeley Symphony's administrative functions. Areas of responsibility include:

Development and Marketing Support

- Maintain the database of donors and patrons, entering and modifying information as needed. Generate mailing lists and reports, produce and mail acknowledgement letters.
- Produce support materials for grant applications as requested.
- Proofread communications materials as requested.
- Review the Berkeley Symphony website to ensure that the site information is accurate and up to date.

Concerts and Events

- Attend and support concerts and events as requested.

- Support the Development Director in the coordination of fundraising and donor cultivation events, including planning, communications, execution, and follow-up.
- Coordinate ushers and volunteers for concerts and events.

General Administration and Program Support

- Create the annual Overture document that summarizes Berkeley Symphony's programs, concerts, sponsorship opportunities, and committee responsibilities
- Create and maintain institutional calendars, including public events, staff meetings, Board and committee meetings. Send calendar invitations and reminders as requested.
- Support Executive Director with processing bills, managing contracts, and coordinating projects as requested.
- Support the Executive Director in the preparation for Board and Committee meetings as requested, including purchasing of food and beverages, preparation of meeting materials, and meeting setup.
- Maintain records of Board materials, including policies and meeting minutes.
- Answer phones and process subscription and ticket sales when needed.
- Help with processing mail, including bills and donations received via check
- Liaise with vendors as needed (printer, phone, IT services, etc.)
- Attend staff meetings as requested.
- Perform other duties as assigned by the Executive Director.

Qualifications

- Interest in and appreciation of classical music.
- Professional demeanor with excellent interpersonal, verbal and written communication skills.
- Customer service orientation
- Outstanding attention to detail, organizational skills, and commitment to quality.
- High aptitude for technology, comfortable with learning and adapting to new software platforms.
- Willingness and ability to do light lifting.
- Sense of humor
- Experience working in a small, non-profit organization a plus.

Work Location and Hours

The Administrative Assistant generally works onsite at the Berkeley Symphony office. Part-time schedule is negotiable within standard business hours (Monday – Friday 9:30am-5:00pm). Occasional evening and weekend hours are required for concerts and events.

Compensation

Hourly pay rate from \$22 to \$26, commensurate with qualifications and experience.

To apply

Position open until filled. Send cover letter and resume to:

Marion Atherton
Executive Director
Berkeley Symphony
1919 Addison Street, Suite 201
Berkeley, CA 94704
matherton@berkeleysymphony.org

No phone calls please.