

FESTIVAL MOZAIC

Job Title: Administrative Assistant
Supervisor: Administrative Manager
Status: Part-time seasonal position (non-exempt)
Duration: June 1 - August 7, 2020
Posting Date: February 18, 2020

Job Overview

Festival Mozaic is a fast-paced, fun and vital community nonprofit organization that presents performances by internationally renowned classical musicians and crossover artists in venues throughout San Luis Obispo County, California. Celebrating its 50th Anniversary Season in 2020, the Festival dates are July 17-August 1, 2020. The 2020 season will feature chamber and orchestra concerts, popular celebrity artists, “Notable Encounter” educational performances, a family concert, 10 free midday concerts, lectures, and more.

The Administrative Assistant will provide part-time administrative support at the Festival Mozaic office during the peak ticket-sales time of May-August and will staff the Festival office on weekends and some evenings during the Festival period, July 17-August 1. This will include answering phones and emails, selling tickets, creating documents, filing, and other tasks. The person in this position will often be the first person to interact with a patron via the phone and should represent Festival Mozaic in a positive manner at all times. The position will require interaction with patrons, donors, volunteers, and other constituents who may visit or call the Festival office. The ideal candidate will have some interest in classical music and experience working in an office setting.

Essential Duties & Responsibilities

- Answer phone calls and email inquiries from Festival patrons, donors and volunteers.
- Answer questions from callers and visitors and, when appropriate, direct them to other staff members or to the website for more information.
- Sell tickets and take donations via phone and in person using the Festival’s computerized box office system.
- Perform other office tasks, such as filing, shredding, phone calls, etc.
- Enter Festival Mozaic event information into online community event calendars.
- Staff the box office at selected events during the summer festival.

As a small organization, all employees of Festival Mozaic are expected to perform other duties as assigned.

Knowledge, Skills, Talents, & Abilities

- Familiarity with Microsoft Office (Word, Excel, PowerPoint) required.
- Experience with Google Drive, Dropbox, or other file sharing platforms preferred.
- Team player with a positive attitude and ability to problem solve.
- Excellent people skills and strong customer-service ethos.
- Respect for a diversity of cultures.

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Confidentiality: All matters pertaining to operations, donors, patrons, volunteers, musicians and other Festival personnel must remain confidential.

Organization: Good time-management skills, attention to detail, and positive attitude. Ability to work independently and with a team and meet deadlines.

Coordination: Understand the relationship of all operational positions to each other, and their impact on the culture and meeting operational goals. Adjust actions in relation to others' actions, i.e., collaboration and teamwork.

Mission: All employees are responsible for promoting the mission of the organization. All employees follow branding and communications standards established for the organization.

Compensation

- \$15/hour
- Mileage will be reimbursed when driving a personal vehicle according to IRS guidelines. Personal commuting miles are not reimbursed.
- Free admission to all Festival Mozaic concerts, culinary events excluded.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift up to 35 pounds, climb stairs, ability to see well in semi-darkness. Must be able to work some evenings and weekends during the Festival period, July 17-August 1.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Solitary and team-work settings; noise level ranges from quiet to loud; some outdoor events in varying temperatures.

How To Apply

To apply, please submit a cover letter and resume detailing your interest and qualification via email to:

David George, General Manager
dave@festivalmozaic.com No phone calls please.

Application deadline: April 1, 2020.

Mozart Festival Association dba Festival Mozaic is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, gender identity or any other protected status covered by federal or state law. www.FestivalMozaic.com