

**Redlands Symphony Association**  
**Job Description**  
**Administrative Assistant & Special Projects**

**JOB TITLE:** Administrative Operations & Special Projects Assistant

**SUPERVISES:** Volunteers as Needed

**EMPLOYMENT STATUS:** Non-Exempt, Part-time, 20 Hours Weekly

**JOB SUMMARY:** The Administrative Operations & Special Projects Assistant supports the general administrative operations of the office, ensuring that all administrative functions and special projects required for the successful and smooth operation of the Redlands Symphony Association (Association) are executed in a timely and professional manner. This includes, but is not limited to: General administrative support, coordination of mailing projects, production of donor thank you letters, donor and patron data entry, special events operations, assistance with the maintenance of catalogues for fundraising events and, if needed, providing assistance with the Association's COVID response.

**JOB DUTIES AND RESPONSIBILITIES**

**Administrative**

- Donor gift tracking and database entry
- Produce and mail donor thank you letters.
- Provide first-point of contact for office visitors as needed.
- Answer telephones and emails as needed.
- Ticketing, sales, reservations for concerts, Gala, Purse Party, Summer Music Academy, and other special events as needed.
- Coordinate musician contracting, communications, employment verification, etc.
- Work with the orchestra personnel manager on requests for musician documentation, etc.
- Process requests for donations.
- Provide coverage for other staff members when needed.
- Plan and coordinate large mailing projects for season mailings and special fundraising events.
- Post concert information on calendars and websites, etc.
- Assist with load-in and load-out on concert nights.
- Provide support and additional supervision for concert front of house activities as needed.
- Provide current donor information for concert programs.
- Working with the Music Director and CEO, help coordinate, arrange, and implement orchestra auditions.

## **Event Support**

- Work with the CEO and the Events Associate on pre-event operational elements of Gala and Purse Party.
- Assist with Gala and Purse Party set-up and tear-down on day of events.
- Support the creation and maintenance of the Gala auction item catalog. \*
- Support the creation and maintenance of the Purse Party auction item catalog.
- Receive, record and check paperwork for auction items donated for special events as needed.
- Assist with item descriptions for auction items as needed (Gala and Purse Party) as needed.

Other duties as required.

## **COVID Response (As Needed)**

- Provide current research of response guidelines from federal, state, and county agencies.
- Provide research about the COVID response from other performing arts organizations.
- Working with the CEO, create and update the Associations health and safety guidelines.
- Maintain contact with the San Bernardino County Health Department about COVID related issues.

## **QUALIFICATIONS**

High School diploma.

2 years progressively responsible experience in an administrative capacity.

Outstanding computer skills including Word, Excel.

Experience in a nonprofit performing arts environment would be helpful.

General knowledge of the classical music repertoire would be helpful.

Punctual.

Capable writer.

Good research skills. Knows how to use Google.

Good customer service skills.

Detail oriented.

Well organized.

Valid driver's license.

## **CONDITIONS & TIME REQUIREMENTS**

This position requires sitting, walking, standing, climbing stairs, hearing, speaking, using technology, being able to lift up to 25 lb., and driving to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States if requested. This is a part-time position (20 hours per week) with work responsibilities on weekends and/or evenings according to the season calendar.

## **COVID Workplace Safety Requirements**

This position will require you to interact with employees, patrons, vendors, and others who may or may not be vaccinated or recently tested. You will be required to wear personal protection equipment (PPE) required by the San Bernardino County Department of Public Health protocols, the University of Redlands and the Redlands Symphony. You agree to comply at all times with the Symphony's health and safety guidelines.

## **HOW TO APPLY**

Send a letter of interest and resume, including three references, to Paul Ideker, President & CEO, Redlands Symphony Association, 112 E. Olive Ave., Suite C, Redlands, CA 92373. The letter and resume may also be emailed to [paul.ideker@redlandssymphony.com](mailto:paul.ideker@redlandssymphony.com). Please put "Open Position" in the subject line. No telephone calls.

This position will remain available until filled.

The Redlands Symphony Association is an equal opportunity employer. The Association's (RSA) equity goal is to serve our mission of providing exceptional classical symphonic music programs that entertain and educate, while creating an artistic community that promotes equity, diversity, fairness, and equal access for everyone. The RSA does now and always has abhorred discrimination of any kind. By our policies and our programs, we strive to reflect the broad multicultural tradition of all who live in Redlands and our surrounding community.

The Association embraces and is committed to diversity and inclusion within our staff, musicians, guest artists, audiences, and surrounding communities. The Association does not discriminate based on race, color, religion, religious creed, sex, sexual orientation, national origin, ancestry, or age. The Association provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act.