

**Redlands Symphony Association
Event Operations & Administrative Associate
Job Description**

JOB TITLE: Event Operations & Administrative Associate

REPORTS TO: President & CEO

SUPERVISES: Volunteers as Needed

EMPLOYMENT STATUS: Non-Exempt, Full-time (37.5 hours)

Founded in 1950, the Redlands Symphony is a professional nonprofit symphonic orchestra located in Southern California's Inland Empire, about 75 miles east of Los Angeles. The orchestra presents six concerts during a season that usually begins in the fall and ends in the spring. The Symphony also provides free music education programs for young people from four regional school districts.

JOB SUMMARY: The Event Operations, & Administrative Associate, supports the Association's fundraising events, provides administrative support for the organization's music education programs as well as general administrative operations support to the office as needed, ensuring that all administrative functions and special events activities required for the successful and smooth operation of the Redlands Symphony Association (Association) are executed in a timely and professional manner.

SPECIFIC DUTIES AND RESPONSIBILITIES

Special Event Operations

- Works with the CEO to plan operational elements of fundraisers and other events as needed.
- Manages Gala and Purse Party set-up and tear-down on day of events.
- Create and maintain the event auction catalogs as needed.
- Coordinate auction services with outside vendors as needed.

Administrative Support

- 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.
- Provide assistance as needed at concerts.
- Working with the CEO identifies and coordinates scheduling of annual concert season calendar with the University and the School of Music

- Reserves the Chapel and other University venues as required for concerts, rehearsals, and special events (Gala)
- Reserves space at off-campus venues as required for special events and other types of performances.

Music Education Program Support

- Acts as the Association’s liaison with regional school districts and their representatives to plan and implement the annual OrKIDstra program.
- Coordinates volunteers serving as welcomers and ushers on date of OrKIDstra concerts.
- Distributes the classroom curriculum to participating school districts.
- Designs and distributes post-concert evaluation and reports results to the CEO.

Other duties as required.

QUALIFICATIONS

- High school graduation required. Higher education preferable with some formal music education/training.
- 2-4 years’ experience in project management, preferably in a nonprofit organization.
- Computer skills including Word and Excel.
- Well organized. Detail oriented.
- Good social skills; comfortable working with the public.
- Able to work well with others including supervisory responsibilities.
- Punctual
- Good communicator.
- Experience working in a performance environment would be helpful.
- Able to work some evenings and weekends.
- Valid driver’s license.

COMPENSATION

To be determined based on qualifications and experience.

Benefits: Paid holidays, generous paid vacation (PTO), monthly health insurance stipend.

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 full-time position 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. 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.