



JOB POSTING

Position: Orchestra Operations Assistant

Position Summary: Orchestra Operations is a key administrative role for Mill Valley Philharmonic (MVP). Reporting to and under the direction of the Artistic Director, this position has operational and administrative responsibility for execution and advancement of Mill Valley Philharmonic's mission.

Who We Are: Founded in 2000, MVP is Marin's pre-eminent community ensemble. We are a nonprofit community-based orchestra of local musicians dedicated to enriching the cultural life of the Bay Area by bringing free and low-cost orchestral music to people of all ages and means in their own communities. MVP provides talented and dedicated volunteer musicians the opportunity to rehearse and perform orchestral repertoire and presents one-of-a-kind programming that engages our listeners. MVP is governed by a strong and dedicated board comprised of orchestra and community members.

Location: Mill Valley, California

Organization Type: Performing Arts 501(c)3 non-profit

Website: www.millvalleyphilharmonic.org

Start date: July 1, 2021, or later

Hours & compensation: Part-time, hourly contract position averaging 10 hours per week; work from home and on-site for rehearsals and concert performance

Attributes for Success:

- Experience with orchestra operations and administration
- Experience with fundraising, donor relations and social media
- Solid, hands-on financial tracking and reporting skills
- Proficiency in computer software: GoogleDrive / Workspace, Excel, QuickBooks or similar accounting software, donor database management and website platforms
- Strong organizational abilities
- Excellent written and oral communication skills

Key Responsibilities:

- Financial tracking, basic bookkeeping and reporting
- Maintaining donor database, orchestra website and mailing lists
- Donor communications and special event coordination
- Collaboration with the Artistic Director on rehearsal production, program planning and concert production; coordination of volunteers & part-time setup/breakdown crew
- Volunteer development
- Preparation and reporting for Board meetings

Application Process:

Please submit the following to: info@millvalleyphilharmonic.org:

- A cover letter summarizing why you are interested in this position
- Your resume or CV