

OFFICE COORDINATOR

Location:	Union Square, San Francisco (in office 5 days/week September through April; hybrid with remote work 1 day/week June-August)
Type:	Full-time, non-exempt
Start Date:	Immediately
Salary:	\$50,000-52,000 annualized (\$24-25 per hour); generous benefits package will be included
Reports to:	Director of Artistic Operations

Position Summary:

Reporting to the Director of Artistic Operations, the Office Coordinator is at the center of the organization's output - coordinating and carrying out the necessary functions to ensure successful upkeep of a high-functioning office space and providing critical support for the execution of concerts, events, committee meetings, etc. In addition to general office coordination, the position provides administrative support for several departments, including: Box Office, Development, Marketing, and Artistic. The outward facing role will interact with staff, patrons, board members, vendors, musicians, etc. The candidate must be highly-organized, comfortable taking direction from various individuals in the organization, and capable of comfortably navigating external relationships. The Office Coordinator is mature, poised, can comport themselves professionally, and seeks to make improvements where they see deficiencies. The successful candidate is an avid learner, and is organized, mature, possesses superior interpersonal skills, and can work effectively and collaboratively in a fast-paced environment.

Key duties include, but are not limited to:

Office & Departmental Support:

- Maintain inventory of office, event, and concert supplies;
- Coordinate storage of various materials, including those related to concert production;
- Organize and catalogue office materials, such as concert program books, season brochures, marketing materials so they are easily accessible to staff
- Coordinate Marketing mailings (e.g. ticket mailings, Development and Marketing materials, etc.);
- Support Development department functions, including data entry, acknowledgment letters, and event support;
- Support the Box Office by providing front-line customer service for patrons, addressing questions by phone, processing ticket orders, exchanges, and ticket donations.

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- Maintain Google contact groups and staff Google calendar;
- Fulfill merchandise purchases received through the Philharmonia website.
- Liaise with building manager for repairs, requests and to schedule meetings in other parts of the building;
- Coordinate meeting calendars to support standing committees of the board;
- Organize and maintain office kitchen
- Schedule regular office cleanings

Basic Technological Support

- Provide basic in-office technological support (printers, copiers, phones, internet, email account setup and management, etc.).
- Monitor office equipment contracts and schedule office equipment maintenance.

Qualifications:

- Strong customer service, organizational and interpersonal skills;
- Ability to multitask and execute projects on deadline;
- Highly effective communicator;
- Ability to write clearly and effectively;
- Demonstrated ability to create systems that improve efficiencies or work flow;
- High proficiency in Microsoft Office (Word, Excel, Powerpoint) is required; knowledge of IT systems, Salesforce, and/or VoIP phones is a plus.
- Evenings and weekend event attendance will be required.

To Apply:

Email your resume and cover letter to jobs@philharmonia.org and specify "Office Coordinator" in the subject line of your response. No phone calls please.

Philharmonia Baroque Orchestra & Chorale is an equal opportunity employer.

Organization Overview:

Now in its 43rd year, Philharmonia Baroque Orchestra & Chorale (PBO) is the leading and largest ensemble of its kind in North America and the second largest orchestral organization in the Bay Area. Under the musical direction of Richard Egarr and performing repertoire from the Baroque, Classical, and early Romantic periods, as well as new music and opera, PBO is a highly versatile historically-informed ensemble comprising both the Philharmonia Baroque Orchestra and Philharmonia Chorale. The organization presents a Bay Area signature season of mainstage concerts in four Bay Area venues, at least 8 annual off-season programs, including large-scale opera productions, several alternative series, including SESSIONS and Jews & Music, commissions new works regularly through its long standing New Music for Old Instruments program, produces a comprehensive suite of education programs for youth

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and adults and maintains a robust national and international touring schedule. The ensemble has appeared regularly at Lincoln Center, Disney Hall, Yale's Norfolk Chamber Festival, among many others. In 2020, PBO won the San Francisco Classical Voice award for Best Opera in the Bay Area for its acclaimed production *Aci, Galatea e Polifemo*. PBO maintains deep artistic partnerships and relationships with the Mark Morris Dance Group, Davóne Tines, Tarik O'Regan, Anthony Roth Costanzo, Errollyn Wallen, Matthew Aucoin and the American Modern Opera Company (AMOC) and was the first orchestra in the Bay Area to commission Caroline Shaw to compose four acclaimed works. The organization maintains a partnership with The Juilliard School's Historical Performance division now seven years running, and engages with the conservatory in coaching, mentoring and side by side performances featuring Orchestra members and students. The ensemble has made more than 50 commercial recordings and has its own record label.

PBO embraces a workforce that reflects the exceptional diversity of the Bay Area and our country. Equal employment opportunities are available to all applicants without regard to race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.