



JOB POSTING: Box Office & Administrative Assistant

Peninsula Symphony of Northern California, now in its 74th Season, is hiring a Box Office & Administrative Assistant. This position will work closely with the Development & Operations Associate, Director of Marketing and Digital Content and Executive Director to support many of the day-to-day operations of the Symphony. The right candidate should be professional, self-motivated, tech-savvy and ideally has an interest in symphonic music. Must be able to work in downtown Los Altos. This is not a work-from-home (WFH) or hybrid position.

Specific responsibilities include:

- General office support – answering and directing all phone calls and info account emails, ordering office supplies;
- Acting as the point person for in-house Box Office and patron inquiries, taking a limited number of phone orders for tickets and subscriptions
- Reconciling daily online sales and donations in Salesforce/Patron Manager database (training will be provided)
- Maintenance of patron data in Patron Manager
- Mail sorting; preparing invoices for approval
- Entering bills in QuickBooks software (training will be given); printing checks for signature and distribution;
- Supporting front-of-house at Symphony concerts, including Box Office
- Supporting marketing efforts, including developing marketing material and social media posting, generating reports and data lists;
- Potential additional hours may be available if there is an interest and skillset in: stage management/setup for rehearsals and/or concerts.

Highly organized, attention to detail and excellent computer skills a must. Familiarity with Microsoft Office suite and social media platforms required; experience with Sales Force and QuickBooks helpful, but willingness to learn is a must.

This is a part-time (20 hours/week) position, Monday-Friday from 10am to 2pm, but also requires attendance at 12 concerts each season (most are on Friday or Saturday evenings) and five to six weekend or evening outreach events during the year. Reports to Director of Marketing and Digital Content and Executive Director. The ideal candidate will be able to start ASAP or latest July 17th. Salary DOE.

Please send resume (including references) and cover letter by **June 30th, 2023** to Jim Fung, Director of Marketing and Digital Content, at jim@peninsulasymphony.org. For questions, call (650) 941-5291.