

# OJAI MUSIC FESTIVAL

## Position Description: Patron Relations & Executive Assistant

### OJAI MUSIC FESTIVAL

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Internationally regarded as one of the most influential annual classical music events, the Ojai Music Festival has long served as a creative musical laboratory for artists, composers and audiences alike to explore new and innovative repertoire. The Ojai Festival uniquely combines the intimate setting of Ojai with artists performing wide-ranging programs over a focused weekend to create an immersive experience. The Festival is committed to fostering a positive and dynamic culture among the performers, artistic staff, administrative staff, audience, volunteers, and the Ojai community. In addition, the Festival's BRAVO music education & community program actively teaches area youth about music and how it relates to other core curriculum subjects, as well as enriches the lives of the local elderly community. The Festival successfully led a community effort to raise \$4 million to rebuild Libbey Bowl, which held its grand opening at the June 2011 Festival.

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**Position:** Non-exempt, 28 hours a week ramping to 40+ hours during the months of May and June (Ojai Music Festival), and OT as assigned during peak periods throughout the year.

**Summary:** Responsible for overall administrative support for the office, patron relations, and executive assistant support for the President/CEO

**Supervisor:** COO, working directly with the Bookkeeper, Director of Development and President/CEO

### Scope of Responsibilities:

- Primary person to answer, screen and forward incoming calls while providing general information
- Greet and direct visitors
- Manage institutional calendar and schedule the conference room
- Manage all general office purchases/expenses
- Make bank deposits and runs to post office, sort daily mail including triage mail to correct departments
- Accept package deliveries
- Assist with accounting aspects including expenses and revenue logging
- Enter donations accurately into donor database (Patron Manager)
- Assist with donor acknowledgement letters in a timely manner
- Administrative duties, including support for Board of Directors quarterly packets and maintenance of Board meeting minutes
- Maintain President's calendar, expense report, travel arrangements, business entertainment when needed
- Schedule office volunteers when needed
- Support other staff members in duties that include, but are not limited to, database records maintenance, box office sales, volunteer and interns, and mailings

**Skills, Knowledge and Abilities:**

- Excellent “customer service” skills
- Proficiency and experience with computers (i.e. all Microsoft products)
- Strong written and oral communication skills
- Fully competent in current systems of office or strong willingness to learn
- Ability to focus on obtaining results through practical and efficient methods
- Diligent, well organized, flexible and able to handle unexpected challenges effectively
- Excellent interpersonal skills
- Strong critical thinking and problem solving; demonstrates creative and innovative thinking, identifies and solves problems effectively; demonstrates sound judgment and decision-making; embodies the values of the Festival
- BA (or equivalent) preferred
- Ability to lift and move moderately heavy objects

**Attributes:**

- Excellent at multi-tasking and setting priorities
- Pleasant and cheerful demeanor
- Ability to develop and maintain positive relationships with multiple constituencies
- Takes the initiative when given an assignment
- Requires little supervision over many routine assignments
- High attention to detail
- Able to work occasional nights for events and weekends
- Adaptable to a complicated office environment with need for last minute adjustments

**To Apply:** send cover letter, resume with salary history, and references to  
[info@ojaifestival.org](mailto:info@ojaifestival.org) | PO Box 185, Ojai, CA 93024  
deadline March 1, 2020

**Ojai Music Festival is an equal opportunity employer**

\*Please no phone inquiries\*