

Job Posting and Description

Title:	Administrative Coordinator
Reports to:	Executive Director
Type of Position:	Regular; Non-exempt Part-time (not eligible for health benefits)
Hours/Schedule:	20 hours/week (to be worked during normal office hours, i.e. M-F 9am-5pm, except during annual conference when additional hours are needed)
Wage:	\$20-\$24/hour depending on experience
Location:	Primarily remote office position, with transition back to in-person office work in Downtown Los Angeles when possible
Deadline to Apply:	See “How to Apply” below

About the Association of California Symphony Orchestras

The Association of California Symphony Orchestras (ACSO) is the hub of California’s vibrant classical music community and provides a variety of services to its 130 organizational members and their 2,000+ board and staff, such as programs, resources, and advocacy tools. Membership is open to orchestras, choruses, and classical music presenters of all sizes, symphony leagues and guilds, youth orchestras, festivals, artist management firms, businesses, and individuals associated with orchestras or wishing to access our services. ACSO is a statewide service organization and its offices are headquartered in Los Angeles. www.acso.org

The mission of the Association of California Symphony Orchestras (ACSO) is to provide essential leadership and resources to classical music producers and presenters and encourage and support their artistic, organizational, and fiscal development.

General Duties

The Administrative Coordinator will provide support and assistance in managing ACSO’s membership program and day-to-day operations. Under the supervision of the Executive Director and in accordance with the organization’s policies and procedures, the coordinator’s primary duties include, but are not limited to:

Administrative Support

- Basic bookkeeping and accounts payable (bill paying, invoicing, making deposits, filing financial documents, running financial reports, assisting with annual audit, etc.)
- Manage organization of the ACSO office, including maintaining files, ordering and organizing supplies, checking the PO box and sorting mail, maintaining office equipment and technology systems, serving as primary contact person for phone and email inquiries, processing mailings
- Assist in developing organization’s operational procedures
- Process all donations and donor acknowledgement letters, and generate donor reports
- Help prepare for Board of Directors meetings
- Schedule, attend, and take notes at meetings as needed

ADMINISTRATIVE COORDINATOR



- Update website content (including job and concert calendar postings)
- Perform and assist with other tasks and special projects, as assigned by the Executive Director

Membership Support

- Manage annual membership renewal campaign and membership database
- Strategize with ACSO team regarding strengthening member benefits as well as cultivation/stewardship/retention tactics to grow ACSO's reach and effectiveness
- Process all membership payments and track and report on membership metrics
- Assist members with managing their membership accounts and answering questions
- Conduct periodic member surveys
- Identify content for digital communications to members
- Assist with program registration and attendance data tracking
- Prepare materials and supplies for programs and annual conference; assist with event logistics

Preferred Skills & Qualifications

- Two years administrative experience, preferably in performing arts or membership associations
- Working knowledge of non-profit management/administration
- Understanding of basic bookkeeping and accounts payable skills
- Excellent customer service skills and verbal and communication skills
- Attention to detail and outstanding skills in planning, organization, and time management
- Ability to handle multiple projects to meet time and quality goals
- Ability to manage up, proactively communicating progress on projects and priorities and bringing ideas for improving organizational efficiencies to Executive Director
- Ability to work with little supervision with sufficient guidance/training
- Work well with a small team in a highly collaborative environment
- Working knowledge of Microsoft Suite and ability to learn other programs as needed (Quickbooks, Adobe Creative Cloud, Photoshop, etc.)
- Experience working with a database and/or maintaining membership records
- Interest in classical music a plus

How to Apply

Send resume, cover letter, and three references to office@acso.org with "Administrative Coordinator" in subject line. The cover letter should describe the applicant's experience, skills, and interests pertinent to this position. No phone calls will be accepted. For questions, contact us at the above email address.

Application review begins February 16, 2021. The position will remain open until filled.