

I D A H O F A L L S

# SYMPHONY

**POSITION:** Administrative Assistant

**DATE:** April 5, 2022

**REPORTS TO:** Executive Director

**JOB SUMMARY:** The Administrative Assistant is responsible for creating an inviting experience for guests to the Symphony office, in addition to assisting the Executive Director with all aspects of the organization. This position manages the front desk of the Symphony from 11am-4pm Monday through Friday, assists with ticket sales, responds to requests for information, and maintains the appearance and cleanliness of all office spaces. This position assists the Audience Experience Manager in preparation for and during concerts, and serves as the social media coordinator for the Symphony.

**COMPENSATION:** Part-time, \$15/hour. 2 weeks paid vacation.

## **Roles & Responsibilities:**

### Front Desk Management:

- Pleasantly greets patrons and assists with ticket sales and other needs
- Answers phone calls, emails, and general inquiries
- Manages front desk 11am-4pm Monday through Friday

### Assists Executive Director:

- Assists with filing and general organization of the office
- Assists in distributing marketing materials
- Assists with sponsor party preparations, gala and other fundraising events
- Other duties as assigned

### Assists Audience Experience Manager with concert needs

- Helps with printing tickets and preparing orders for Will Call
- Assists in preparing to transport materials to and from the concert venue
- Assists with ticket sales and front of house during concerts
- Assists with clean-up

### Social Media Coordinator

- Works with Executive Director and Music Director to schedule and strategize social media presence
- Implements social media strategy