



JOB DESCRIPTION: Administrative Assistant

ORGANIZATION: The Lake Geneva Symphony Orchestra is a non-profit orchestra, with a mission to bring live symphonic music to Walworth County. We give three classical concerts, school day concerts, a Gala fundraiser, and 2 outdoor summer concerts each year.

POSITION OVERVIEW: The Administrative Assistant will oversee all office duties, handle part creation for all musicians, coordinate marketing plan, work with graphic artist, help with bookkeeping and perform other duties as assigned.

POSITION Hours: 30 hours per month/\$300.00 per month

REPORTING TO: President of the Board of Directors

Responsibilities:

- A. Office work: Answer phone calls, check LGSO emails, collect and respond to incoming mail, maintain mailing lists and donor lists, create labels for mailings, coordinate volunteers for mailings, pick up all materials from printer, keep track of LGSO stationery and office supplies.
- B. Part Creation: Work with the Music Director and principals of each string section of the orchestra to gather bowed parts for each concert. Create pdf files and format for scanning and sending to printer.
- C. Marketing Coordinator: Implement marketing plan for each concert. Work closely with Music Director and Board of Directors on the deadlines set.
- D. Concert Day/School day concert duties: Communicate with volunteers and Music Director the week before and day of each concert regarding concert venue, ticket sales and other details for a smooth transition to the performance.
- E. Work with Graphic Artist: Coordinate with Music Director on the vision for each season's concert series. Work with graphic artist on edits for each piece created (brochures, posters, programs throughout the season). Heavy time commitment will be July – October of each year.
- F. Record and deposit checks received in the mail, forward bills with deposit documentation to the bookkeeper.
- G. Advertising/Sponsor Campaign: Work with current volunteer to oversee this annual campaign. Oversee calls of several volunteers, track artwork that comes in directly to LGSO website and list all money that comes into post office box during the campaign. Must be available to make follow up calls as necessary. Heavy time commitment will be July- October each year. Coordinate all advertising with program creator.
- H. Attend monthly Board of Director evening meetings.

Background Requirements:

- A. Basic Computer and social media skills
- B. Organization and logistics experience: there is no central office space
- C. Communication skills
- D. Bookkeeping skills: helpful to have Quick Books experience

Submit resume and 3 references (include phone numbers) by December 15, 2013 to: Anne McCord:
a.mccord342@gmail.com