

CAROLYN EYNON SINGERS

ADMINISTRATIVE ASSISTANT NEEDED FOR 10 MONTHS, BEGINNING IMMEDIATELY – SEPTEMBER 23, 2019 – at the Board of Directors Meeting

The Carolyn Eynon Singers is an auditioned 24-voice adult community choir based in Scottsdale that specializes in performing North American choral music, with an emphasis on new choral compositions and on works by women. The group performs regularly in churches and many concert halls, plus hospitals, retirement homes, sports venues, at civic events, and wherever the choral art form can heal, inspire, and connect.

Fundamentally, the choir is based on the strong belief that singing together connects people. The mission of the organization is to present affordable live concerts while educating and inspiring all people to improve lives and develop lifelong appreciation of music.

Administrative Assistant Job Summary:

This is a NEW position designed to concentrate essential, diverse administrative functions in one 10-month role for an average of 15 hours a week, from late September, 2019, through June, 2020.

- Although scheduling is flexible, the Administrative Assistant will need to meet frequently with Artistic Director and Founder, Carolyn Eynon, and will need to be available on Tuesday evenings before the concerts in November, December, April and May. Some light lifting of equipment will be required for concert set-up as well as tear-down (i.e., music stands, standing boxes, signage, front office supplies for concerts); as well as assistance at 2:00pm, October 5, for the fundraiser.
- Pay starts at \$15/hour (not including benefits), and is negotiable.

Responsibilities:

- Meet with Founder & Artistic Director, Carolyn Eynon, at her home in NE Scottsdale in the beginning of the employment, to become familiar with the needs of the non-profit Choral Ensemble.
- Work 15 hours/week on your own schedule, but also on Tuesday evenings before the November, December, April, and May concerts.

Box Office:

- Work with Treasurer and Ticketing Manager to set up season, venues, pricing, and fees.

- Process advance phone orders and PayPal for concert tickets. Answer ticket buyers' questions on our cell phone line.
- Enter any orders processed outside our online ticketing system into the system manually.
- Attend rehearsals on Tuesday night at 6:30pm to sell tickets to members and collect monies.
- Contact volunteers to usher (3 per concert).
- Get Box Office change from Treasurer for concert.
- Set up Box Office at concerts and work with volunteers (ushers, those handling any refreshments, handling seating for VIPs).
- Following concert, close Box Office; secure cash and checks, and give to Treasurer.
- Make concert revenue and attendance reports following concerts and give to VP of Operations.

Front of performance venue:

- Set up signage outside and inside of venue 1.5 hrs before concert.
- Assist in unloading and setting up of musical equipment: e.g., stands, blocks, food, water, cds, signs.
- Print and laminate signs for front of venue, venue seats, and restrooms.
- Set up tables (normally 2) in lobby.
- Secure all sales proceeds and give to Treasurer in secured envelope.
- Clean up the front house/venue at conclusion of concert, or event.

Donations:

- Manually enter donations (received via mail/email or at concerts) for Treasurer.
- Create thank-you letters for all donations received, keep all addresses for data base submission to Andy Abbott.
- Create year-end thank-you letters for recurring donations.
- Send any new audience contact info made at concerts to Andy Abbott for our data base.

Other - Assist Carolyn Eynon as needed, with:

- Phone calls, letters of confirmation (emails). Assist Board of Directors at each monthly meeting with independent needs: For example, copying, sorting, providing name tags at rehearsals.
- Assist development team with mailed communications to donors (asking letter written/produced in NOVEMBER).
- Oversee VIP seats with name tags for donors at EACH concert.
- Set up at board meetings: Arrive 10 minutes early, turn on A/C and lights, set up refreshments, put white flip chart in the room.
- Assist with SharePoint – upload newsletters, calendar, etc.

Requirements/Qualifications:

- Two years' experience in an administrative assistant or office manager-type role, ideally with a non-profit organization
- Strong computer skills: i.e., in Microsoft Office, Word, Excel, and Sharepoint.
- Record-keeping, order-processing, and data-tracking experience, ideally with PayPal.
- Strong customer service skills and orientation. Positive attitude and cooperative with all Board members, singers, and patrons.
- Strong attention to detail and follow-up, and accuracy in all reports/communications.
- Preferred: Experience working in a performing arts organization, with volunteers, and understanding/appreciation of the choral arts.

Call: 480-529-2630 or contact carolyndirector@gmail.com asap.

Check www.cesingers.com for further info about the organization.