

## **Friends of Music Hall Part-Time Administrative Assistant Job Description**

**JOB TITLE:** Administrative Assistant, Friends of Music Hall

**REPORTS TO:** Executive Director, Friends of Music Hall

### **POSITION SUMMARY:**

The Administrative Assistant is a part-time (20 hours/week) position, and an integral enhancement for the operations of the Friends of Music Hall office. This position supports the Executive Director (ED) and works, as needed, with the Board of Directors and Volunteers. The Administrative Assistant ensures efficient and effective service for our members, volunteers and Board of Directors. The person is responsible for administrative activities as determined by the Executive Director and BOD, including but not limited to:

- Performing administrative tasks for Public and Private Tours and Presentations *including but not limited to:* scheduling dates with Cincinnati Arts Association's Ticketing Staff, Better Impact Volunteer database and Venue Ops calendar, organizing, answering phone calls and responding to emails in a timely manner to book private tours and presentations.
- Managing Donor Perfect Membership database with gift updates, acknowledgement letters and regular reports.
- Establishing, organizing and maintaining files both paper ones and Google Shared Drive to ensure current and accurate information and data.
- Assisting with planning and execution of Events and special programs with assigned duties such as coordination of committees, speakers, media and volunteers and so forth.
- Maintaining external contacts and mailing lists through Constant Contact.
- Using existing networks and new ones to strengthen our outreach to new audiences, especially for recruiting new tour guides.
- Assisting with gathering social media content and scheduling social media posts.
- Updating website content and images on a regular basis, keeping all pages current and accurate at FriendsOfMusicHall.org using WordPress.

### **Desired Skills and Experience**

- The ideal candidate has at least 3 years of experience in an administrative role
- Proficient and efficient in Microsoft Office (Word, Excel, Powerpoint).
- Experience with database management and Google Drive preferred
- Experience with social media platforms including Facebook, Instagram and Twitter
- Strong organizational and project management skills
- Strong writing, editing and proof-reading skills
- Ability to collaboratively interact with individuals at all levels within the organization and the larger community

### **Ideal candidate will possess the following qualifications, characteristics and abilities:**

- Organized, multi-skilled, and punctual
- Demonstrates initiative and ownership of work and results
- Effective communicator
- Exercises discretion and able to interact appropriately with all levels of staff
- Interested in performing arts, historic preservation and volunteerism
- Experienced in working on several projects simultaneously, balance priorities and meet deadlines
- Committed to Friends of Music Hall's Statement of Diversity, Equity and Inclusion

Send resume and cover letter to [musichalltour@friendsofmusichall.org](mailto:musichalltour@friendsofmusichall.org) by August 31, 2022