



## Job Description

- Position:** Executive Assistant—Temporary position
- Hours:** 40 hours per week. General work hours are 8:30am to 5:00pm Monday through Friday with additional weekend and evening hours corresponding to the Bach Festival’s performance schedule. This position is expected to end June 30, 2017. This position is temporary to allow the Society to complete its Strategic Planning process. A full-time position with similar responsibilities may be available in July, 2017.
- Salary:** \$12 per hour
- Reports to:** Executive Director

### General Description

Under the direction of the Executive Director, supports the Bach Festival Society’s administrative and governance functions.

### Preferred Qualifications

- Bachelor’s degree
- Minimum of 3 years’ experience in administrative support
- Appreciation for choral and classical music
- Ability to manage logistical details with excellent organizational skills
- Pleasant demeanor and excellent written and verbal communication skills
- Ability to work with accuracy and to maintain confidentiality
- Ability to work independently and as a member of a team
- Commitment to meeting deadlines and being punctual
- Ability to work well under pressure
- Proficiency in Microsoft Word including mail merge, Excel, and Outlook; and PatronManager or other CRM software

### Primary Responsibilities

- Provides administrative support for Executive Director and other staff as approved by Executive Director
- Answers phones and sells tickets
- Maintains electronic donor database, donor files, and development reports
  - Grant deadlines
  - Gift records
  - Donor notes
  - Gift acknowledgement receipts
- Implements mailings for United Arts Campaign, tracks donors in databases system and merges donor acknowledgement letters
- Schedules appointments and meetings for Executive Director and Trustees
- Coordinates all logistics for meetings and donor events
- Supports Board and Committee meetings and prepares support material packets
- Drafts board and committee meeting minutes
- Orders office supplies and reserves space on campus for BFS activities
- Opens mail and maintains monies-received log as outlined in BFS internal control policies

**If you are interested in applying for this position, please mail or email a resume and three references to:**

**Bach Festival Society Human Resources**

1000 Holt Ave., Box 2763, Winter Park, FL 32789  
HR@BachFestivalFlorida.org,