

# CAYUGA CHAMBER ORCHESTRA

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Cornelia Laemmli Orth, Music Director

**Title:** Administrative Assistant

**Job Purpose:** The Administrative Assistant will assist in managing daily office operations while completing tasks related to fundraising, marketing, and concert operations, as assigned. This position is part-time, paid an hourly wage, averaging between 10-20 hours per week, with some evening or weekend hours required during concert/event weeks. While some flexibility with hours is possible from week to week, a certain degree of regularity will be expected. S/he reports directly to the Executive Director.

**Background:** The CCO was founded in 1976 and was officially designated "Ithaca's Orchestra." Each season includes an Orchestral Series, Chamber Music Series, Family Series at Tompkins County Public Library, a Holiday concert, and the long-standing Willard Daetsch Youth Outreach Program, which earned the 2015 Yale Distinguished Music Educator award. The CCO's new Youth Orchestra program began in September 2017. Additional information can be found at [CCOithaca.org](http://CCOithaca.org).

**Mission:** The Cayuga Chamber Orchestra, through its professional excellence, vibrant performances, community education, and passion for transformation through music, is devoted to fostering artistic life in the Ithaca and Finger Lakes regions of New York state.

## I. REQUIREMENTS

- Proven experience in an administrative role (ex: Office Manager, Executive Assistant) Previous experience in Arts Administration a strong plus
- Proficiency in MS Office, Excel, Word, and other standard computer programs/applications
- Excellent organizational skills, time management, and ability to multi-task and prioritize work
- Excellent written and verbal communication skills with solid interpersonal skills
- Must be self-motivated and able to work independently as well as part of a team
- Bachelor's Degree is preferred
- An appreciation for classical music is required! Knowledge of orchestral and chamber music repertoire is a strong advantage
- Must have your own vehicle, be able to lift at least 35 pounds, and be able to work some weekends and evenings. Must be eligible to work in the US

## II. PRIMARY RESPONSIBILITIES

### A. Administrative and Office Management

- Maintain the business office of the organization and have regular office hours
- Process mail, answer calls/emails, provide general support to the audience, general public, and patrons
- Other tasks/projects as assigned

### B. Marketing and Publicity

- Create marketing pieces; distribute concert posters/flyers throughout community, schools, etc.
- Distribute media releases; maintain list of media outlets
- Assist in annual program book ad sales each spring

### C. Fundraising and Development

- Assist in preparing mailings
- Provide support for preparing and carrying out fundraising events
- Assist in planning and coordinating annual Benefit Auction
- Help coordinate that all contributions and other support are acknowledged in a timely way

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## **D. Concert Production**

- Provide support for general concert operations in advance, and on-site for concerts (and possibly some rehearsals, as needed)
- Pick-up/deliver program books, equipment, etc.
- Responsible for managing the CCO box office
- Coordinate subscription orders and provide customer service for single ticket buyers

## **TO APPLY:**

Submit a one-page letter of interest, résumé or C.V. and three references with contact information (phone and email) to: [Susan@CCOithaca.org](mailto:Susan@CCOithaca.org). Applications will be considered on a rolling basis until the position is filled. The start date is negotiable, but ideally the successful applicant will begin August 23, 2018.