



## **Music at Kohl Mansion Job Description**

**Position:**                    **Administrative Associate**  
**Reports to:**                **Part-time, non-exempt (18 - 20 hrs. per wk.)**  
                                     **Executive Director**

### **Summary of Duties:**

The Administrative Associate provides essential office support for small, busy concert series and music education program based in Burlingame, CA. Manages office operations, assists with marketing, ticket services, fundraising, concert preparation, volunteer coordination, education programs and general administration. Works closely with Executive Director, Development Manager and Finance Associate, and is responsible for the smooth running of office operations. He/she is often the first point of contact with patrons, donors and the public.

### **Administrative / Office Management**

- Develop & maintain systems for efficient organization of the office, including paper & computer files, print & electronic media materials, mail & message routing
- Maintain patron database and organizational documents
- Manage and maintain office equipment and supplies
- Phones, mail, email, voicemail – manage, respond, route

### **Education Programs**

- Support Education Committee: Music-in-Schools Program, Children's Concerts and Instrument Adoption Program
- Prepare materials as needed, including signage, evaluation forms, other collateral

### **Assistant to Executive Director**

- Provide general project support for Executive Director

### **Development / Marketing**

- Manage and maintain patron data, support Development committee
- Work with ED and staff on developing and executing marketing campaigns

### **Ticket Services**

- Manage ticket services: process subscription/ticket orders by mail, phone and online for annual concerts at Kohl Mansion (MAKM uses OvationTix patron software)

### **Concert Preparation**

- Support ED and Production Manager with various aspects of advance concert preparation including printed programs, concert signage, reception supplies
- Recruit and Coordinate all concert volunteers, including Reception Manager

## **Qualifications:**

- Minimum 2 years related experience
- Familiarity with two or more of the following: fundraising, public relations, marketing, nonprofit administration/finance, office management, music education, performance or event production
- High level of proficiency with PC-based software (MS Office, QuickBooks, OvationTix); familiarity or proficiency with Adobe Illustrator, In-Design, Photoshop and/or Word Press is a plus
- Extremely organized, detail-oriented, accurate, dependable, motivated, responsible, resourceful
- Strong customer service orientation and professional demeanor
- Excellent writing, editing and proofreading skills (essential)
- Knowledge of Peninsula community (a plus)
- Sincere interest and/or background in chamber music or other performing arts
- Exemplary professional and personal references (minimum 3)

## **About Us:**

*Mission: Music at Kohl Mansion, currently in our 36<sup>th</sup> season, is inspired by the belief that the arts strengthen communities. Music at Kohl Mansion presents world-class chamber concerts in the historic Kohl Mansion and music education in public schools on the San Francisco Peninsula. Our outreach programs provide access to interactive musical experiences for diverse populations of all ages.*

**Music at Kohl Mansion** (MAKM) presents a **Chamber Music Series** (8 Sunday evenings), **Children's Concerts** (3 week-day, daytime performances), extensive **Music-in-Schools** program in San Mateo County, **Outreach Events** in community. Concerts are held in the 250-seat Great Hall of Burlingame's historic Kohl Mansion. MAKM has recently experienced significant programmatic growth and is concluding the 2<sup>nd</sup> of a three-year strategic plan.

**The Administrative Associate position** offers opportunities to develop and sharpen nonprofit and performing arts management skills. Small yet active organization affords direct exposure to all aspects of the field, including interaction with artists, audiences, Board members, donors, business supporters, media and community volunteers. The Administrative Associate plays a key role in a small, close-knit team, with increasing responsibilities and opportunities to become a creative partner in organizational growth and development.

## **To apply:**

CV with cover letter to:

**Administrative Associate**

Music at Kohl Mansion

2750 Adeline Drive, Burlingame, CA 94010

or email [director@musicatkohl.org](mailto:director@musicatkohl.org)

**Web:** [www.musicatkohl.org](http://www.musicatkohl.org)

**Salary:** hourly, DOE; Benefits not currently available

**Hours:** 18-20 hrs. per week, M-F / Flexible; Concert attendance preferred but not required (up to 8 Sunday evenings per year)

**Start:** Open until filled; available immediately