

## **Position Announcement**

### **Enid Symphony Association Administrative Assistant**

The Enid Symphony Association is seeking a highly organized, self-motivated and personable Administrative Assistant to the Executive Director with duties pertinent to maintaining the successful operation of the Enid Symphony Orchestra.

The ESO is an ensemble of professional musicians that presents an annual subscription concert series in Joan Allen Symphony Hall, a July 4<sup>th</sup> outdoor performance, the Carnegie Hall Link Up educational concerts and the annual Edward Jones Harvest Wine Series. The ESA maintains the facilities of the Enid Symphony Center which are available for public and private events.

At present, this is a part-time position requiring 12-16 hours per week. Hourly compensation will be set between \$13 and \$15 per hour. Exact compensation will be based upon the unique skills and experience of the successful candidate.

Please apply by sending a letter of interest and resume in pdf format to [enidsymphony@aol.com](mailto:enidsymphony@aol.com). Please include contact information for three references.

Review of applicants will begin immediately. No phone calls.

### **DUTIES OF ADMINISTRATIVE ASSISTANT**

- Answer and direct phone calls.
- Write and distribute emails, correspondence memos, letters, faxes, and forms.
- Assist in the preparation of regularly scheduled financial reports.
- Organize and schedule symphony and rental events. Coordinate with the site manager on event logistics.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers
- Handle payroll for all part-time and full-time employees.
- Handle payroll for all contracted symphony musicians.
- Submit and reconcile profit & loss reports and bank statements.
- Provide support to visitors.
- Deposit income and maintain credit card sales.
- Handle reimbursements and payments for bills in a timely manner
- Handle all tax and financial reports.
- Oversee ticket sales and box office.
- Compile and assemble documents for monthly board meetings. Compile and assemble documents for publicity and information such as program books and brochures.
- Maintain a donor system for donations, sponsorships, contact information, and acknowledgement. Maintain additional income sources such as advertisement sales, rentals, and special events.
- Provide basic social media website maintenance.

### **Qualifications & Requirements**

#### **Skills & Qualifications**

- Proficiency in MS Office and other office management systems.
- Proficiency in Quickbooks Desktop and other accounting software
- Working knowledge of office equipment such as printers, multi-line phone systems, and scanners.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills

- Excellent written and verbal communication skills
- strong organizational skills with the ability to multitask
- High school degree required; additional experience or education in administration or accounting a plus.
- Professional and respectable demeanor and appearance. On-time to all shifts.