

## **Administrative and Development Assistant**

Community Arts Music Association (CAMA)

CAMAsb.org

2060 Alameda Padre Serra, Suite 201, Santa Barbara CA 93103

805 966-4324

**Position Reports to:** Managing Director and Director of Administration and Finance

**Location:** Santa Barbara, CA

**Status:** Full-time, Exempt

### **Position Summary:**

The Administrative & Development Assistant supports office operations, finance and development administration, as well as event coordination. General duties include maintaining contact databases, communication systems, and supporting staff and the Board of Directors. The position provides administrative support to the Managing Director as well as the Director of Administration and Finance by answering phones, assisting with data entry projects, maintaining physical records and filing, processing subscription sales, assisting with office management and supplies, database list creation for Program Books, and coordinating with the CAMA Events Committee and vendors for CAMA events.

The position generally maintains a 40 hour/week schedule working from 9-5pm. Adjusted schedules with after-normal business hours work are required on days with concerts and/or special events, to be confirmed in advance.

### **Principal Responsibilities:**

#### **General Office Duties:**

Answer phone, handle messages; manage office supplies; maintain contact databases, Board materials, and email lists; oversee office upkeep and repairs; create lists for concert Program Books; pre- and post-setup for Committee meetings; light filing and other office duties as needed, including office support for Board and Committee meetings.

#### **Ticket Processing:**

Assist the Director of Administration and Finance with processing subscriptions; assist with single-ticket sales for subscribers and with complimentary ticket fulfillment; manage silent auction requests.

#### **Development and Fundraising:**

Provide data entry in Tessitura; maintain and update donor and subscriber records as needed, including physical donor files; creates donor lists and edits for accuracy for inclusion in CAMA's Program books; provides support during committee meetings; setup and cleanup.

**Events Assistance**

Maintain lists of attendees for all events as well as meal choices (as applicable); coordinate with the Events Committee to be the point of contact for all vendors related to events; and ensure that expenses are approved by the Managing Director and that invoices are directed to the Director of Administration and Finance for payment. **This position includes occasional transporting of supplies from office and storage areas to theatres and event venues to ensure the successful production of concerts and events.**

**Skills/Knowledge Requirements:**

- Computer knowledge required, particularly in Tessitura, Google apps, MS Word, and Excel.
- Clear communication skills, both verbal and written.
- Strong organizational skills and attention to detail.
- A passion for and knowledge of classical music helpful.
- Proficiency in data entry.
- Phone answering and message taking experience.
- Experience planning events and event management abilities.
- Self-motivated to accomplish workplace goals as well as being able to work in a team environment.
- Friendly demeanor with strong customer service skills.

**Education/Experience:**

- Minimum of 2 years in an administrative support role.

**Working Conditions/Physical Demand/ Work Schedule:**

- Sitting at desk/computer, with breaks as needed.
- Periods of standing at events.
- Socializing with Board, patrons, donors and donor prospects.
- Use of personal smart phone to coordinate work needs and access to database.
- Attendance required all CAMA concerts and events.
- In-person work at CAMA office; occasional work at home as circumstances dictate.

**Benefits & Compensation:**

This is an exempt, full-time salaried position. The pay range is \$75,000-\$103,000 per year DOE (depending on experience, paid semi-monthly. Eligibility for health care insurance assistance and retirement plan participation as determined by the board. Employees receive 10 days paid vacation per year (coordinated with the Managing Director) and 10 paid sick days per year. CAMA observes all federal holidays, paid, per year. CAMA will also typically close the office during the year-end holidays.

The Managing Director will determine the office and work schedules for this position on a year-by-year basis and inform the staff with as much notice as possible.

Professional Development - CAMA will fund opportunities to develop your professional skills and experiences in consultation with your Supervisor.

#### **HOW TO APPLY**

Please email your 1) cover letter and 2) resume to CAMA President Mark Trueblood at [mark@camasb.org](mailto:mark@camasb.org). Please include personal and/or professional references.

#### **HIRING TIMELINE**

We will be reviewing applications from mid-April through early May. If our team believes you would be a good fit for the position, we will reach out to discuss scheduling an interview in late April/early May. Our goal is have our new colleague begin work the first week of June or shortly thereafter.

*CAMA maintains a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all staff members as articulated by federal, state and local laws. To that end, CAMA actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, age or physical disability. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, benefits, and pay. We are interested in every qualified candidate who is eligible to work in the United States.*