



10/14/2011

Job Posting: **Operations Manager**

The Mallarmé Chamber Players are looking for an energetic, highly-organized person with a passion for music to manage the day-to-day operations of the ensemble.

@30 hours per week (flexible) will require some evening and weekend hours

**This position manages the day-to-day operations of the organization, including but not limited to:**

- 1 Direct front of house activity for concerts and other events/organize receptions
- 2 Data entry and management of accounting records, including payables, receivables, bank deposits, and monthly balance sheet reconciliations and reporting to the Board with assistance from the Treasurer and independent accountant.
- 3 Manage ticket and subscription sales, bulk mailings and playbill ad sponsorship sales and production
- 4 Maintain donor and patron database
- 5 Assist with grant application process
- 6 Prepare media alerts and correspondence including press releases, PSA's, invoices, contracts, donation acknowledgments and letters for tax-deductible donations
- 7 Handle preparation and distribution of marketing materials
- 8 Assist Artistic Director and officers of board in errands and preparing reports as needed
- 9 Support and coordinate volunteers

**Essential Qualifications:**

- Bachelor's degree or equivalent combination of education and experience
- Hands-on experience with QuickBooks
- Marketing and/or graphic design experience
- Computer skills with proficiency in Word and Excel
- At least 2 years business experience preferably for a non-profit
- Attention to detail and the ability to work in a fast-paced environment
- Ability to prioritize projects and meet deadlines in a timely manner
- Strong written and verbal communication skills

**Desirable Qualifications:**

- Knowledge of classical music and music education
- Grant writing experience
- Familiarity with social media
- Familiarity with online requirements for obtaining and documenting grants

The **Mallarmé Chamber Players** is a 28-year-old, non-profit arts organization. We are a flexible ensemble of professional musicians based in Durham, North Carolina, devoted to enriching the community through outstanding chamber music. The ensemble interacts with the community through its innovative educational programs, its commitment to creative collaboration with other organizations, its creation of significant new work and its dedication to serve a diverse population. For more information go to [www.mallarmemusic.org](http://www.mallarmemusic.org) Mallarmé's offices are located in downtown Durham. **Compensation:** Mid-20's commensurate with experience with the possibility of future expansion of duties. Please send cover letter, resume and at least 3 references by 11/04/2011 to [opsmanager@mallarmemusic.org](mailto:opsmanager@mallarmemusic.org)

**NO PHONE CALLS PLEASE ###**