

Work Study Job Description

Job Title	Development and Events Assistant
Department Name	UW World Series
Job Location	Meany Hall
Pay Rate	\$10.53 - \$10.53
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Cristi Benefield
Phone Number	206-616-6296
Email Address	cristi@uw.edu
Website	http://uwworldseries.org
Box Number	351150

Nature of Organization

UW World Series at Meany Hall is a non-academic performing arts center that presents critically-acclaimed international artists in four distinct series: Dance, Chamber Music, Piano, and World Music & Theater.

Duties and Responsibilities

Aid the Development Department through office work and event assistance as it raises financial support for the performing arts programs.

Office Duties: Data entry, mailings (such as invitation, solicitation, and donor acknowledgement), filing, occasional errands, emailing, coordination with other on-campus departments.

Events Duties: Event set up, hosting, and break down; directing volunteers; contacting and greeting guests; discuss and answer questions regarding World Series programming with guests.

This position requires working up to 6 evenings per month, including some weekends.

Minimum Qualifications

Applicant should possess ability to work independently and as a team, attention to detail; accuracy and confidentiality, skills in Microsoft Word, Excel, and Outlook; strong oral, written, and editing ability, ability to multitask, a valid drivers license. Because this position involves socializing with patrons of the performing arts, applicant should have a pleasant and outgoing attitude. Previous office experience and commitment to the arts is preferred.

Educational Benefits

This position offers a valuable opportunity to learn about donor relations, non-profit fundraising, and the behind-the-scenes of performing arts. You will learn to coordinate and execute medium size social functions and gain exposure to a wide variety of world-famous artists. You will gain experience in volunteer management and general office and computer skills, which are transferable to any business environment. Additionally, you will have the opportunity to attend world-class performances!

How to Apply

Please submit a resume and cover letter to Cristi Benefield at cristi@uw.edu.

Job Number: UWOS05 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |
Program: Federal