OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Administrative Assistant
Organization Name	Seattle Chamber Music Society
Address	10 Harrison st., Suite 306 Seattle, WA 98109
Pay Rate	$12 - $15
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Connie Cooper
Phone Number	206 283 8710
Email Address	connie@seattlechambermusic.org
Website	http://www.seattlechambermusic.org/
EIN	91-116-9836

Nature of Organization

Established in 1982, Seattle Chamber Music Society produces chamber music concerts by renowned professional musicians in a festival format for four weeks in July and two weeks in January at Nordstrom Recital Hall at Benaroya Hall. SCMS also presents education and outreach programs throughout the year.

Duties and Responsibilities

The Administrative Assistant is an important member of our six-person office team, and provides administrative and event support. Specific duties include:

• Providing assistance to marketing, education and outreach, box office, and development staff, including generating correspondence, filing, and photocopying
• Providing event support onsite for Festivals (staffing box office, merchandise area, etc.)
• Other duties as requested

Supervisor: Jeremy Jolley, Director of Operations and Education Programs

Minimum Qualifications

Comfortable using Microsoft Office products (Word, Excel, Outlook), as well as willingness to learn ticketing software. Good with the public, gracious phone manner, careful with details, strong written and verbal communication skills. Ability to remain calm under pressure and to assume responsibility for specific projects. Ability to work occasional evenings. Interest in classical music preferred.
Educational Benefits
Real-world experience working with an established non-profit performing arts organization. Excellent introduction to arts administration. Opportunity to be part of a professional team in the office, as well as to hone customer service skills with the public.
How to Apply
Send resume to Executive Director Connie Cooper at connie@seattlechambermusic.org

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