

**Peoria Symphony Orchestra**  
**Patron Services and Administrative Assistant**

Part time -Tuesday and Thursday 9-5 pm

**Job Summary:**

The job includes front desk management; daily box office and ticketing; providing administrative support to staff; and maintaining an organized and well equipped office.

**Duties:** *Subject to change, may include but are not limited to:*

**Box Office:**

- Daily ticket sales including in-person and phone ticket sales and end of day reporting
- Provide Box Office assistance at concerts and events

**Administrative Assistant**

- Schedule and coordinate meetings and appointments as needed
- Provide reliable and detail attentive administrative support including mail merges, labels, running reports, data analysis, and list production
- Assist with execution of solicitations and mailings
- Coordinate volunteers and interns not under other supervision

**Office oversight**

- Maintain office supply inventories, purchasing supplies as needed
- Responsible for office equipment upkeep and coordination of maintenance
- Schedule building/facility usage and coordinate required set ups and equipment
- Maintain organization master calendar

**Other**

- Work PSO concerts and events as scheduled. Includes some evenings and weekends.
- Additional duties as assigned

**Key Competencies/Qualities**

- Customer service oriented
- Detail and results-oriented; highly organized, with excellent follow-through
- Strong computer skills, including knowledge of Microsoft Office Suite and data base management experience. Experience with Patron Manager or Salesforce a plus.
- Professional personal presentation
- Strong interpersonal communication skills, both verbal and written
- Ability to manage competing priorities and detail oriented
- Ability to work autonomously, as well as to take direction as needed, and to work collaboratively in a team environment.
- Knowledge of, or a desire to learn about and experience the performing arts and/or music education, and a sincere desire to make classical music accessible to new and diverse audiences.

TO APPLY: Please send letter of application and resume to [employment@peoriasymphony.org](mailto:employment@peoriasymphony.org) by August 25.

8.7.2017