

Administrative Specialist

MUSIC OF REMEMBRANCE

The Administrative Specialist is responsible for ensuring the efficient and reliable functioning of Music of Remembrance's (MOR) office operations. Reporting to MOR's Artistic Director, he/she will provide clerical and technical support, and assist in the administrative functions of a unique and growing non-profit musical organization.

Beyond its clerical and technical skill requirements, the position demands a highly motivated, well-organized and self-disciplined individual capable of working effectively with little face-to-face supervision. MOR is a small organization with only three staff members, and the Administrative Specialist is one of only two employees based in the organization's North Seattle office. Working alone much of the time, the individual will need to meet aggressive deadlines, frequently balancing multiple priorities.

Principal Responsibilities

- Support all aspects of Music of Remembrance's administrative operations:
 - Organize and maintain MOR's office facility.
 - Provide primary telephone coverage, receiving calls and routing them appropriately.
 - Prepare written correspondence at direction of MOR's Artistic Director
 - Prepare bulk mailings, often including mail-merged letters and documents.
 - Prepare MOR's monthly e-newsletter and other e-mail blasts.
 - Use MOR's online database of donors and patrons to enter and retrieve information, and to generate lists and reports.
 - Update and maintain website, social media accounts and local and community calendars.
 - Manage box office functions and ticket sales.
 - Assist in the processing of invoices, payments, bank deposits and financial information.
 - Coordinate the work of volunteers.
 - Provide staff support at MOR concerts and other events.
 - Assist in the preparation of grant applications and final reports.
 - Assist with event planning, including coordinating logistics, securing vendors and designing materials.
 - Oversee MOR's advertising schedule; coordinate advertising campaigns with media outlets.
 - Perform other tasks as assigned by the Artistic Director.

Desired Skills

- Strong organizational skills, attention to detail, and ability to multi-task.
- Ability to work independently in a small organization, with general direction but little face-to-face supervision.
- Excellent oral and written communication skills.
- Proficiency with MS Outlook, Word and Excel, including mail-merge features.
- Ability to learn the Donor Perfect database tool used by MOR to manage its contributor and contact information.
- Familiarity with social media tools including Facebook, Twitter, Instagram and YouTube.
- Experience with e-mail marketing tools such as Constant Contact and MailChimp.
- Webpage editing and content management ability an important advantage.
- Experience with video/audio editing an important plus.

Details

- Full-time position available reporting to MOR's Artistic Director.
- Benefits include medical/dental insurance.
- North Seattle location.

Please e-mail cover letter and resume to: adminsearch@musicofremembrance.org or send to:

Search Committee, Music of Remembrance
P.O. Box 27500, Seattle, WA 98165-2500

Founded in 1998, [Music of Remembrance](http://www.musicofremembrance.org) is a Seattle-based non-profit organization dedicated to remembering the Holocaust through music with concert performances, educational programs, recordings and commissions of new works (www.musicofremembrance.org).