

The Cypress Performing Arts Association seeks an Administrator who is a reliable, detail-oriented self-starter with data entry, phone and writing skills.

ABOUT THE ORGANIZATION

The Cypress Performing Arts Association is the parent organization of the Cypress String Quartet (CSQ), its resident ensemble. The CSQ is dedicated to achieving the highest level of performance by exploring the classic string quartet repertoire, championing works by living American composers, and uncovering unjustly overlooked works from the 20th Century. Through innovative programming and superbly conceived and executed educational outreach programs, we communicate the concept of music as a vital and ongoing process of inspiration.

Founded in 1996, the San Francisco-based Cypress String Quartet is fast becoming a world-renowned interpreter of chamber music masterworks of the past and a powerful voice for the future of the art form. Through its annual Call & Response program and commissioning work, the CSQ brings the finest composers in new music to the attention of Bay Area and national audiences. Its recordings of traditional masterpieces and contemporary music have received accolades from major press, including Gramophone Magazine, which praised the CSQ's 2009 CD of late Beethoven quartets for its "artistry of uncommon insight and cohesion." www.cypressquartet.com

Responsibilities/Duties:

The duties of the Administrator include, but are not limited to, the following:

- Manage and administer the Call & Response project
- Prepare the launch of a new self-presented series of concerts
- Donor relations
- Manage the administrative office: answer telephone calls, pick up, read and distribute mail, fill requests for publicity materials, fill CD orders, order supplies,
- Assist with fundraising activities and event planning
- Manage the organization's database: enter donation information, generate thank you letters, correspond with donors, update files, manipulate layouts, and generate reports and mailing lists
- Prepare materials for Board of Directors: keep board binders current and available to new board members, prepare quarterly board packets, and correspond with board and committee members
- Attend board meetings
- Assist Executive Director
- Perform other duties as assigned

Qualifications:

The Administrator shall be a person with minimum of 2 years of administrative experience, preferably in the nonprofit sector. The Administrator shall possess strong communication skills and a wide range of computer skills, including proficiency in Word, Excel, Salesforce, Vertical Response and internet research. The Administrator shall be highly organized, detail-oriented, flexible, and able to multi-task and work well independently. Knowledge of Classical Music is a strong plus.

Salary is commensurate with experience. To apply for this position please email a resume with a cover letter describing your qualifications to hr@cypressquartet.com. Please include your resume in the body of your e-mail and use posting title as subject.

This is at a non-profit organization. Principals only. Recruiters, please don't contact this job poster. Please, no phone calls about this job! Please do not contact job poster about other services, products or commercial interests. Reposting this message elsewhere is NOT OK.