

Coordinator Position for the Cypress Performing Arts Association

The Cypress Performing Arts Association seeks a reliable, detail oriented self-starter with social media, 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 championing works by living American composers, exploring the classic string quartet repertoire, and uncovering unjustly overlooked works from the 20th Century. For further background please review our website www.CypressQuartet.com

Responsibilities/Duties:

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

- Manage marketing of social media – coordinate Twitter, Facebook, Website, etc. to enhance quartet's overall presence & tickets sales for new regional performance series.
- Manage the organization's database for marketing and development information, generate thank you letters, and generate reports.
- Manage the administrative office: answer/screen telephone calls, pick up, read and distribute mail, support accounting needs, fill requests for publicity materials, fill cd orders, order supplies, keep office clean and organized, administer archive.
- Coordinate Call and Response: annual concert preceded by visits to regional schools, responsible for organizing visits and aspects of concert production.
- Support fundraising activities: database management, mailings, acknowledgements, follow up, support senior staff.
- Prepare materials for Board Meetings: keep board required information current and available, prepare board and executive committee packets, and correspond with board and committee members.
- Special projects, as determined by staff

Qualifications:

The Coordinator shall be a person with some administrative experience, preferably in the nonprofit sector. This is a full time entry-level administrator position. Salary \$20-24,000, no benefits available.

KNOWLEDGE, SKILLS AND EXPERIENCE PREFERRED

1. Managing multiple, diverse projects.
2. Attention to detail and high level of organization while working independently.
3. Excellent interpersonal skills.
4. Recent graduate ok with work experience.
5. Excellent English writing and verbal skills.
6. Proficiency in Microsoft Office, social media and website management.
7. Knowledge of/Passion for classical music.

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. No phone calls. Applications must be received by Monday June 6, 2011.