

# BRECKENRIDGE MUSIC

TITLE: Administrative Assistant  
REPORTS TO: Executive Director  
SUPPORTS: Director of Operations & Education, Marketing & Development Manager  
STATUS: Full-Time (Non-Exempt)

## SUMMARY:

Under the supervision of the Executive Director, this position is responsible for performing a variety of artist services, board coordination, and general office management duties. Desired individual will have experience working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications, acute attention to detail and ability to work well with Breck Music's administrative team and directors.

## DUTIES & RESPONSIBILITIES:

- Proactively maintain highly organized filing system; file invoices, payroll paperwork, reimbursements, insurance information and other financial records.
- Prepare and distribute all board and committee meeting materials, managing timely organizational communications.
- Book meeting space and coordinate technical requirements for Board meetings, Executive Committee meetings and other Board committee meetings as needed.
- Maintain contact information in donor database (Salesforce.com)
- Support the Director of Operations and education in the implementation of event plans for Breck Music concerts and Applause Fundraising events as needed.
- Supports the Applause fundraising committee in coordinating volunteers and implementing social events.
- Assist in event execution, including set up and tear down of venue, serving as a liaison with patrons and ensuring proper artist hospitality per contracts
- Assist Marketing & Development Manager in all fundraising campaign mailings tax donation letters.
- Assist the Marketing & Development Manager in postering throughout Summit County
- Purchase general office supplies.
- Procure office equipment, see to its repair and maintenance, and administer leases and maintenance contracts.
- Maintain office computers and systems and diagnose and fix office system issues.
- Pick up, open and screen, and distribute mail.
- Assist in maintaining a clean and orderly office environment.
- Sell tickets, merchandise and cookbooks in office as needed.
- Answer phones.
- Other duties as assigned.

**ESSENTIAL SKILLS/ABILITIES:**

Associate's degree (AA/AS) or equivalent; three to five years' related experience; or equivalent combination of education and experience. Must have a high level of computer proficiency in standard business software including Microsoft Office applications (Outlook, Word, PowerPoint, and Excel) as well as general knowledge of database management (Salesforce.com). Ability to deal effectively with a diversity of individuals at all organizational levels. Ability to lift 50lbs. Valid Driver's License.

**SALARY RANGE:** \$30,000-\$35,000

**APPLICATION INSTRUCTIONS:**

To apply send your cover letter, salary requirements, résumé and references in pdf format to Executive Director Tamara Nuzzaci Park at [tamara@breckmusic.org](mailto:tamara@breckmusic.org). NOTE: PUT "ADMINISTRATIVE ASSISTANT" IN THE SUBJECT LINE OF YOUR EMAIL.

**Applications accepted through April 26, 2019.**

Breckenridge Music is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability or genetic information.

**About Breckenridge Music**

Founded in 1981, Breckenridge Music is a nonprofit that provides a diverse mix of classical, jazz and popular music performance as well as music education events in and around Breckenridge, Colorado. Every summer, the organization's month-long festival features a resident chamber orchestra of 45 professional musicians whose performances range from traditional to modern and sometimes include multidisciplinary collaborations. Throughout the year, the organization presents chamber music in private homes and public locations as well as regional and national touring acts at the Riverwalk Center in genres including jazz, rock, folk, bluegrass, and country. The organization's education efforts aim to share music with the broadest cross-section of the community and now reach about 4,000 students at schools in three counties.

**SALARY**