

Orchestra

TOSHIYUKI SHIMADA
Music Director & Conductor

OF THE SOUTHERN FINGER LAKES

THE OSFL SEEKS ADMINISTRATIVE ASSISTANT TO JOIN OUR DYNAMIC TEAM.

Administrative Assistant

Corning-Elmira Musical Arts, Inc., dba Orchestra of the Southern Finger Lakes (OSFL), seeks a friendly, organized, tech savvy, classical music lover to join the dedicated administrative team.

The Administrative Assistant is a vital member of the OSFL team providing the first point of contact with audience and patrons while maintaining the day-to-day office operations and assisting the Managing Director.

RESPONSIBILITIES

- Oversee ticket office activities
- Payment processing
- Donor database management
- Daily post office and bank errands
- E-newsletter publishing and bulk email communications
- Some social media marketing
- Concert program layout
- Proofreading
- Simple video editing
- Record keeping (such as concert attendance, demographic breakdowns, and virtual event stats)
- Assisting as needed at concerts and special events which will include occasional evenings and weekends
- Assisting the Managing Director, board members, conductors, bookkeeper, and OSFL musicians in other capacities as needed for the good of the organization

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods of time
- Ability to speak and write English proficiently
- Ability to use computer hardware, including keyboard and mouse
- Ability to complete daily errands which may be done by foot, bike, or vehicle
- Ability to lift and carry 20 pounds

TECHNICAL REQUIREMENTS

- Well organized and able to manage multiple priorities and projects simultaneously
- Excellent communications skills
- Good customer service skills to work effectively with all members of the OSFL organization, audience members, and the community at large
- Attention to detail, including proper spelling, grammar, and punctuation
- Strong computer and organization skills, including high proficiency in Microsoft Office and Google Workspace
- Familiarity with Constant Contact or other email communication tools, social media, and database management
- Accurate handling and reporting of ticket payments
- Ability to exercise discretion with confidential information
- Ability to work well in a team
- Ability to read music
- Flexibility to work evenings, weekends, and offsite for concerts and events as needed
- Familiarity with the OSFL's geographic region is a plus
- Familiarity with the functions of a professional orchestra and/or youth orchestra
- Bachelor's degree in music preferred or the equivalent in work experience

This position is 30-40 hours per week, Monday through Friday, with flexibility to include occasional evening and weekend hours during concerts and special events. Compensation is competitive and commensurate with experience and qualifications, \$14.00-16.50 per hour. This non-exempt position reports to the Managing Director.

TO APPLY:

Please email cover letter and resume to karen@osfl.org. Position is open until filled.

The OSFL is an equal opportunity employer. The OSFL does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or any other characteristics protected by law, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the arts are strongly encouraged to apply.

Corning-Elmira Musical Arts, Inc. (CEMA) is the official name of this multifaceted organization comprised of the only professional year-round orchestra in Corning-Elmira and the surrounding region—the Orchestra of the Southern Finger Lakes under the direction of Toshiyuki Shimada, Music Director & Conductor; a youth orchestra in two levels—the Youth Orchestra of the Southern Finger Lakes (YOSFL) and the Junior String Ensemble (JSE); a community chorus—the Chorus of the Southern Finger Lakes (CSFL); and the Musicians' Choice Chamber Music Series which is performed by the professional musicians of the OSFL.

The OSFL serves the Elmira and Corning area communities with the mission to consistently present the highest level of classical music to inspire appreciation and provide musical education through the performances of all our ensembles.