

THE OSFL SEEKS A PROGRAM/MARKETING ASSISTANT TO JOIN OUR DEDICATED TEAM.

## Program/Marketing 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 OSFL team.

The Program/Marketing Assistant is a vital member of the OSFL team providing important services in support of the organization's mission, ensuring smooth-running programs, dynamic marketing, and efficient office operations, while assisting the Executive Director.

### RESPONSIBILITIES

- Provide office support in preparation for all concerts and events
- Concert program preparation and layout (print and digital)
- Assist with concert and event promotions, digital marketing, scheduling publicity interviews for featured musicians, and other activities to publicize the organization, ensembles, and events
- Assisting as needed at concerts and special events which will include occasional evenings and weekends
- Assisting the Executive Director, board members, conductors, OSFL musicians and other staff as needed for the good of the organization
- Strong PC computer and organization skills, including high proficiency in Microsoft Office, Publisher, Windows, and Google Workspace
- Excellent communications skills, including phone calls and writing
- Attention to detail, including proper spelling, grammar and punctuation; superior proofreading skills are a must
- Ability to work well in a team and independently
- Flexibility to work evenings, weekends, and offsite for concerts and events as needed
- Good customer service skills to work effectively with all members of the OSFL organization, audience members and the community at large

### PHYSICAL REQUIREMENTS

- Ability to sit for extended periods of time
- Ability to speak and write English proficiently
- Ability to use computer hardware, including screen, keyboard and mouse
- Ability to lift and carry 15 lbs.

### TECHNICAL REQUIREMENTS

- Passion for music, the arts, and nonprofit organizations
- Well organized and able to manage multiple priorities and projects simultaneously with deadlines in rapid succession

### BONUS REQUIREMENTS

- Ability to summarize data and descriptions
- Familiarity with bulk email communication tools (such as Constant Contact), social media and database programs
- Familiarity with the OSFL's geographic region
- Familiarity with the functions of a professional orchestra and/or youth orchestra
- Bachelor's degree in music, arts management, or related field
- Ability to read music

This position is part time, approximately 15 hours per week, Monday through Friday during office hours, with flexibility to include occasional evening and weekend hours during concerts and special events. Compensation is competitive and commensurate with experience and qualifications, \$16.00-19.00 per hour. This non-exempt position reports to the Executive Director.

### TO APPLY:

Please email cover letter and resume to [karen@osfl.org](mailto:karen@osfl.org). Position is open until filled.

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; a community chorus—the Chorus of the Southern Finger Lakes; 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.