

The Colorado Music Festival & Center for Musical Arts, a non-profit, performing arts organization, seeks a personable, organized, and highly communicative individual for the position of Office Manager at its Lafayette offices. This position will ensure smooth day-to-day running of the administrative offices, will be an important point person for the public, and will assist Festival & Center patrons in the purchase of tickets to some concerts and special events, as needed. The Office Manager will be a very important and visible employee to the public.

Responsibilities include, but are not limited to:

- Coordinating and liaising with staff in the administrative offices to ensure smooth functioning of all office support systems
- managing office supplies and equipment, including repairs and replacements, as needed
- Coordinating calendars for key meetings, agendas and the assembly of materials for the Executive Director
- Administering insurance policies and industry memberships renewals, licensing agreements, royalty reporting
- Managing miscellaneous ongoing front office administrative tasks such as file maintenance, answering the telephone, monitoring mail, preparing documentation of income for bookkeeper, assisting with correspondence and mailings, greeting guests, assisting families, and problem solving
- Assisting Festival and Center patrons wanting to purchase tickets to some concerts and special events over the phone or in person at the Center
- Assisting with donor database management, including entering new information such as names, addresses, and donations; making changes to database to keep information as up-to-date as possible; running reports as requested to supply information and mailing lists as requested; create and mail acknowledgement letters in a timely manner
- Providing support for fundraising events, event planning, and outreach
- Coordinating physical office space, evaluating and recommending improvements for filing and record retention systems
- Collaborating with administrative staff, Center faculty, Festival musicians, members of the Board, and others to further CMF & CMA's mission, vision, and values
- Other duties as assigned

Position Requirements:

- Bachelor's degree or other college diploma
- Minimum 3 – 5 years of office management or related work experience, preferably for a non-profit or other complex organization; knowledge of non-profit organizational culture preferred
- Computer proficiency, especially with Microsoft Office suite
- Exceptional organizational, interpersonal and communication skills, both oral and written
- Strong ability to cultivate relationships, communicate, and work with the Festival and Center's diverse constituencies

- Must possess a driver license and be able to travel to and from different locations in Boulder County
- Passion for music, music education, and the arts in general

Preferred Qualifications:

- Ability to motivate, organize, and win commitment from volunteers
- Positive and proactive attitude, creative thinking, and ability to work both independently and within a team environment
- Knowledge of database management, including experience using a donor database such as Raiser's Edge preferred
- Experience working effectively and respectfully with members of an administration
- Ability to demonstrate a high level of initiative and professional decorum
- Ability to work flexible hours, especially during the summer months, but also on select evenings/weekends as needed and required

This is a part-time, hourly position that may grow into a full-time position. Starting time will be 20 – 25 hours per week. Pay (\$12 - \$16/hour) and benefits offered will be commensurate with experience.

To apply for this position, email cover letter and resume to Andrew Bradford, Executive Director, at bradford@comusic.org.

The Colorado Music Festival & Center for Musical Arts is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, color, nationality, sexual orientation, or gender.

About the Colorado Music Festival & Center for Musical Arts:

The **Colorado Music Festival & Center for Musical Arts** is one of the classical music industry's most dynamic, cutting-edge organizations. Combining a world-class summer music festival and a comprehensive community music school under one organizational umbrella, CMF & CMA enriches the lives of tens of thousands of individuals annually through access to the best of the world's music through performance and education.

Founded in 1977 by renowned Viennese conductor and violinist, Giora Bernstein, the **Colorado Music Festival** is one of the foremost summer music festivals in the world. Drawing musicians from many of North America's finest symphony orchestras, including the Minnesota, Detroit, Montreal, Toronto, Oregon, Charlotte, and Phoenix symphonies, the Festival annually presents nearly thirty orchestral, chamber music, and educational performances in and around Boulder during its six week summer season. From 2001 – 2013, CMF was led by Music Director Laureate Michael Christie. Christie is credited with elevating the quality of the orchestra and galvanizing audiences through performances of the highest level. Following Christie's departure in 2013, an international search was launched to find the Festival's next artistic leader. In September, the organization appointed the celebrated Canadian conductor, Jean-Marie Zeitouni, as its third Music Director.

With humble beginnings in 1995 in the town of Lafayette, the **Center for Musical Arts** has blossomed into one of the region's leading centers for music education. In 2009, the Center merged with the

Colorado Music Festival, and currently serves more than 550 students of all ages and 7,000 concert goers and visitors each year. The Center's comprehensive portfolio of programs includes a broad spectrum of music education opportunities and performances for citizens throughout Boulder Country and beyond.

The Colorado Music Festival and Center for Musical Arts is a member of the League of American Orchestras and the National Guild for Community Arts Education.