

Administrative Associate
Job Posting - October 2021

Description

Berkshire Opera Festival (BOF) - a summer opera festival founded in 2014 by Brian Garman and Jonathon Loy, and based in Great Barrington, MA - is currently accepting applications for a newly created, full-time Administrative Associate position. This is a great opportunity for someone interested in gaining experience in the field of music and arts administration.

Reporting to the Executive Director, the Administrative Associate will be responsible for general office management, as well as assisting with financial management and fundraising operations. This position will be responsible for much of the day-to-day office management including answering the main phone line, scheduling meetings, responding to email inquiries, and maintaining BOF's filing systems and office supplies/equipment. The Administrative Associate will be responsible for accurately entering data into BOF's donor database (Eleo) and accounting software (QuickBooks Online) for review and processing by the BOF's Executive Director and offsite bookkeeper. This position will assist with fundraising by corresponding with donors as directed by the Executive Director, helping to maintain donor records and entering gifts into the donor database, generating and mailing acknowledgment letters, managing physical and electronic mailing lists for fundraising appeals and events, and assisting with donor event logistics.

This is a year-round, full-time, salaried position with a preferred start date of no later than February 1, 2022. The position requires year-round residency in the Berkshires, or within a comfortable commuting distance to BOF's offices in Great Barrington, MA. Except during the Festival Season, BOF offers the option for a hybrid in-person/remote work schedule at the discretion of the Executive Director.

Qualifications & Experience Requirements

Required:

- Undergraduate degree or comparable educational experience
- A minimum of 2 years (or equivalent) of related professional experience
- Customer service experience
- Excellent verbal and written communication and interpersonal skills
- Superior time management and organizational skills
- Experience with data entry, including laser-focused attention to detail and accuracy

- Creative and strategic problem-solving skills, and the ability to thrive in a fast-paced working environment
- Aptitude for technology and willingness to learn new IT systems
- Familiarity working with databases and/or CRM systems
- Strong knowledge of Google apps (GSuite for Nonprofits) and Microsoft Office (especially Excel)
- Comfort working both independently and assisting with larger team initiatives

Preferred/Highly Desirable:

- Bookkeeping or financial management experience, especially working with Quickbooks software
- Events Management experience
- Experience with email marketing programs, ideally MailChimp
- Interest in opera and/or classical music

Compensation

This is an exempt, salaried position with a starting annual salary of \$35,000 - \$39,000, commensurate with experience and specialized skills. Full-time BOF employees are eligible to receive a monthly health insurance reimbursement, paid holidays, 5 days of sick leave, and 10 vacation days per year.

To Apply

Please submit via email a current resume/CV, cover letter, and contact information for 3 professional references to employment@berkshireoperafestival.org. Cover letters may be addressed to Abigail Rollins, Executive Director.

BOF is an Equal Opportunity Employer. Applications will be reviewed on a rolling basis. Interviews will commence once an appropriately large and diverse pool of candidates has been identified. No phone calls, please.

About Berkshire Opera Festival

The mission of Berkshire Opera Festival (BOF) is to entertain and enrich the lives of people of all ages and backgrounds throughout the Berkshire region by providing accessible and affordable performances of a broad range of operas with the highest artistic standards. Each summer, BOF presents musically and dramatically compelling operatic productions, in addition to recitals and other related musical events. Adhering to the highest standards of artistic excellence, BOF is committed to restoring fully-staged opera to a place of prominence in the Berkshire community. www.berkshireoperafestival.org.