



## BOARD OF DIRECTORS

David Bueschel  
*President*

Barry Lyerly  
*Vice President*

Laurie Meyer  
*Secretary*

Robert Gardner  
*Treasurer*

Richard C. Bentley  
Maureen Carusona, JD  
Douglas P. Clark, MD  
Allegra Derryberry  
Judith Donohue  
Erik Gustafson\*  
Joshua Habermann\*  
Nina Hinson  
Stephen Hochberg, JD  
Roxanne Howe-Murphy, EdD  
Sheryl Kelsey, PhD  
Lynn F. Lee  
Janice L. Mayer\*  
Janet S. Sanders, PhD  
Judy Sherman  
Patricia Stanley  
Vincent Stenerson  
Patricia Thompson  
Rebecca Tobey  
Susie Wilson, DMA  
*\*ex-officio member*

## ADMINISTRATIVE STAFF

Joshua Habermann  
*Music Director*

Janice L. Mayer  
*Executive Director*

Gabriella Ottersberg Enriquez  
*House Manager*

Sean Johnson  
*Assistant Company Manager*

Emma Marzen  
*Box Office Manager  
& Community Liaison*

Kyle Nielsen  
*Artistic Coordinator*

Matt Nielsen  
*Company Manager*

Charles Rountree  
*Accounting Manager*

Kathryn Schwaar  
*Administrative Assistant*

## THE SANTA FE DESERT CHORALE

311 East Palace Avenue  
Santa Fe, NM 87501  
(505) 988-2282  
www.desertchorale.org

FEDERAL TAX ID 85-0300479

## Box Office Manager and Marketing Assistant

### General Description:

The Box Office Manager and Marketing Assistant will be responsible for all box office administration, including taking and processing ticket orders and general treasurer responsibilities. In addition, s/he will work with the Executive Director to implement marketing initiatives and manage social media content, while coordinating website maintenance with Web Designer. S/he reports to the Assistant Director, and works closely with office staff and volunteers.

### Box Office Duties:

- Manage ticketing system: set-up events, process sales, report revenue
- Integrate payment processing services and daily reconciliation
- Setup and fulfill special ticketing promotions
- Utilize CRM analytics tools for fiscal reporting and development initiatives
- Box Office supervision at events: point-of-purchase sales, will call, merchandise
- Prepare and account for cash boxes for door ticket sales and merchandise

### Marketing Duties:

- Social media management
- Design e-blasts and social media content
- Coordinate with web designer for website maintenance
- Procure third-party advertisements for winter and summer program books
- Manage and organize image library

### Administrative Duties:

- Process the mail and prepare bank deposits
- Oversee and maintain office equipment and equipment service contracts
- Oversee maintenance of files and archives
- Assist Executive Director with board meeting support
- Assist Executive Director in special event production and donor cultivation events as requested

### Skills:

- Financial accuracy and comprehensive reporting skills
- Detail-oriented and strong organizational abilities
- Excellent patron relations and customer service skills
- Effective communication skills, both oral and written

**Skills, continued:**

- Ability to balance, prioritize, and manage multiple responsibilities in a fast-paced environment
- Maintain professionalism, punctuality, discretion, and positive representation of the Chorale in all job functions
- Ability to effectively collaborate as a team member
- Willingness to take on special assignments as directed
- Proficiency with Microsoft Office Suite and Tix ticketing system preferred, ability to learn new systems required
- Proficiency with Adobe Creative Cloud Suite
- Proficiency with CRM databases

**Education and Qualifications:**

- Bachelor's degree from an accredited institution
- Experience with box office procedures and ticketing
- Experience with social media management, digital marketing, and design
- Evening and weekend work required during performance seasons

**Reporting Structure:**

- Report to Assistant Director
- Supervise House Manager

**Compensation:**

- Annual salary commensurate with experience, paid in 24 equal installments
- Benefits

**Apply with cover letter and resume to [Careers@desertchorale.org](mailto:Careers@desertchorale.org).**