Administrative and Box Office Assistant

Responsibilities:

- Provide administrative and project support to the Executive Director
- Assist with the fulfillment of donor benefits
- Assist patrons with ticket orders and processing under the direction of the Box Office Manager
- Secure and assign artist housing
- Assist with maintenance of files and archives
- Assist Executive Director in special event production and donor cultivation events as requested
- Take on special assignments as requested

Skills:

- Detail-oriented and strong organizational abilities
- Effective communication skills, both oral and written
- Excellent patron relations and customer service skills
- Ability to balance, prioritize, and manage multiple responsibilities in a fast-paced environment
- Professionalism, punctuality, discretion, and positive representation of the Chorale in all job functions
- Ability to effectively collaborate as a team member
- Proficiency with Microsoft Office Suite, Donor Perfect and Tix ticketing system preferred, ability to learn new software systems required

Schedule:

- Off Season: Mon- Fri, 9:00 a.m.- 5:00 p.m.
- During Production Periods: Some evening and weekend hours will be required.

Education and Qualifications:

- Minimum of a Bachelor's degree from an accredited institution
- Valid New Mexico Driver’s License
- Ability to lift 30 pounds
- Appreciation of classical music a plus
- Facility with foreign languages appreciated
Compensation:

- This is a fulltime nonexempt position through February 29, 2020 with opportunity for renewal for the next fiscal year.
- Compensation is commiserate with experience
- Full health benefits, including vision and dental
- 15 days of vacation annually
- Disability Insurance

The mission of the Santa Fe Desert Chorale, one of the nation’s premier professional vocal ensembles, is to excite, engage and inspire diverse audiences with the beauty and power of great choral music.