

**SPRECKELS ORGAN SOCIETY  
POSITION DESCRIPTION**

**PLEASE SUBMIT RESUMES TO [personnel@sosorgan.org](mailto:personnel@sosorgan.org) before Aug. 7, 2010.**

POSITION TITLE	Executive Administrator
REPORTS TO	President – Spreckels Organ Society
PAY RANGE	\$25,000 - \$30,000 per year
WORK SCHEDULE	24-28 hours/week – Sunday through Thursday preferred

POSITION OVERVIEW

The Spreckels Organ Society, a non-profit corporation, is seeking an Executive Administrator to be responsible for the daily operations and management of the Society's administrative and creative functions. This highly-motivated individual must be able to work unsupervised and be able to prioritize their work for maximum efficiency.

DESCRIPTION OF RESPONSIBILITIES

- Office Management
  - Compile committee reports as assigned.
  - Maintain organizational data bases.
  - Produce and send mailings.
  - Produce grant applications for annual funding.
- Financial Recordkeeping
  - Basic bookkeeping, accounting, cash handling and deposits.
  - Processing of check requests.
  - Liaison with organization accountant.
- Organizational Communications
  - Production and layout of quarterly organization newsletter, festival brochures and performance programs.
  - Liaison with Parks and Recreation Department.
  - Prepare materials and attend standing and special organizational meetings as assigned.
- Customer Communications and service
  - Respond to electronic and phone inquiries.
  - Perform Pay Pal functions.
  - Facilitate web site sales.
- Performance Coordination
  - Oversee 11 Monday performances and select year-round Sunday performances as assigned providing logistical support for Society volunteers performing greeting and sales duties.
  - Liaison with Artistic Director in assisting with needs of guest artists.

ADDITIONAL SKILLS

- Computer experience – especially MAC and Adobe Creative Suite.
- Work experience in a performance setting.
- Interest/background in music a plus.

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