

Tafelmusik

Baroque Orchestra and Chamber Choir

OFFICE COORDINATOR & DEVELOPMENT ASSISTANT (FULL-TIME)

Position Description

We look forward to welcoming a new frontline ambassador to Tafelmusik. The Office Coordinator & Development Assistant is a full-time salaried position. This position reports to the Director of Development, and is expected to provide administrative assistance to all members of staff. The job is divided as approximately 65% office coordination, 20% development, 15% administration assistance to the Managing Director.

The Office Coordinator & Development Assistant keeps the Tafelmusik office running smoothly. Using patience, tact and diplomacy, this position is the first contact with Tafelmusik's many publics, including subscribers, single ticket buyers, musicians, guest artists, volunteers, donors, government officials, and the board of directors. The Office Coordinator has a key role in maintaining the smooth operations of the office, ensuring the regular and ongoing back-up of all computer shared drives, and assisting other staff members, as well as maintaining confidentiality of information.

This position provides administrative assistance to the Managing Director and prepares Board meeting materials.

The Office Coordinator & Development Assistant also assists with the good stewardship of Tafelmusik's donors, ensuring timely renewals and thank you mailings.

Hours of Work

9 a.m. to 5 p.m., Monday to Friday, with concert duty approximately one evening per month (may include weekends) and occasional additional evenings required.

Requirements

- Exceptional organizational skills and ability to multi-task
- Very strong computer skills (Microsoft Office Suite, database software)
- Strong interpersonal skills and a pleasant demeanor
- Ability to work under pressure and meet deadlines
- Ability to maintain office supplies budget effectively
- Ability to work independently and in a team environment
- A background in music or the arts is encouraged

Areas of Responsibility:

General Administrative Support

- Open and close the office each business day
- Direct incoming calls, mail, faxes and courier packages
- Maintain orderliness of general office, kitchen, and supplies area
- Order and maintain office supplies
- Assist with office mailings as needed

Office operations management

- Maintain the integrity of the office computer network and other office equipment & systems (i.e. email service and website connection) including troubleshooting, liaising with technical service providers and managing the data backup system
- Manage and maintain all other office equipment & systems (i.e. telephone system, fax/photocopier, postage meter, etc) and provide assistance to staff and musicians as required
- Develop and maintain procedural records pertaining to various areas of office operations management

Managing Director Administrative Support

- Anticipate the preparation for meetings of the Board of Directors and committees of the Board, and assist the Managing Director with related duties
- Assisting with organizing meetings
- Assist with correspondence, filing, faxing, grant application distribution, mailings, couriers and database maintenance as required
- Additional administrative assistance as required

Fundraising Support

- Assist Development Associate in ensuring timely mailing of tax receipts and thank you letters
- Track and balance tax receipts
- Pull lists from ProVenue Max for membership renewal notices and second renewal notices and ensure timely mailing
- Assist with a range of special events, including preparations for Tafelmusik's annual fundraising gala

Finance Administrative Support

- Prepare invoices as requested by staff
- Obtain double signatures and cheque certification as required
- Administer and manage petty cash
- Assist with preparation of annual audit

Please submit a covering letter and resume, in confidence, to:

Michelle Yeung
Development Associate
Tafelmusik Baroque Orchestra and Chamber Choir

427 Bloor Street West, Box 14
Toronto ON M5S 1X7
Fax: 416.964.2782
Email: myeung@tafelmusik.org

The application deadline is February 3, 2012. Interviewing of qualified candidates will begin immediately.

Due to the financial responsibilities associated with this job, a criminal reference check is required.

While we thank all applicants, only those chosen for an interview will be contacted.

For more information on Tafelmusik, visit www.tafelmusik.org.