

# *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 Development Associate, and is expected to provide administrative assistance to all members of staff. The job is divided as 70% office coordination, 20% development and 10% 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 for the preparation of 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, and also helps coordinate Tafelmusik's annual fundraising gala.

#### **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 evenings required.

#### **Requirements**

- Exceptional organizational skills and ability to multi-task
- Strong computer skills (Windows, 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 and liaising with technical service providers
- 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

### **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

### **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

### **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 cover letter and resume, in confidence, by Friday, July 16, 2010 to:

Jessica Hutton  
Development Associate  
Tafelmusik Baroque Orchestra and Chamber Choir  
427 Bloor Street West, Box 14

Toronto ON M5A 4L1  
Fax: 416.964.2782  
Email: [jhutton@tafelmusik.org](mailto:jhutton@tafelmusik.org)

While we thank all applicants, only those chosen for an interview will be contacted.  
For more information on Tafelmusik, visit [www.tafelmusik.org](http://www.tafelmusik.org).

*Canada's internationally-acclaimed Tafelmusik Baroque Orchestra, led by Music Director Jeanne Lamon and founded in 1979, is one of the world's leading period performance ensembles. All members of the Orchestra are specialists in historical performance practice, and their collaboration results in a delightful transparency, vitality and richness of sound. Tafelmusik is the Baroque Orchestra-in-Residence at the Faculty of Music, University of Toronto. The Tafelmusik Chamber Choir, specializing in baroque performance practice and vocal technique, was formed in 1981 to complement the Orchestra. Tafelmusik performs over 50 concerts a year at home in Toronto, tours extensively around the world, has released over 75 CDs and has received nine JUNO Awards.*