

POSITION ANNOUNCEMENT



EXECUTIVE OFFICE COORDINATOR

Posting Date: January 2021
Status: Full time, 35-40 hrs./week
Reports To: Artistic & Executive Director

The Pensacola Children's Chorus seeks a personable, highly organized, and detail-oriented professional to serve as its Executive Office Coordinator. As a valuable member of the administrative team, the Executive Office Coordinator will work alongside existing staff and the Board of Directors to advance the organization's mission to transform the lives of young people and the community at-large through impactful encounters with music and the arts.

The Pensacola Children's Chorus (PCC) serves as a leading performing arts organization in Pensacola and is the largest purveyor of music education for community youth in Northwest Florida. The flagship Resident Choir Program boasts 10 resident ensembles comprised of hundreds of singers in grades 1 through 12, whose performances are viewed by an annual audience of nearly 25,000 individuals. PCC's programs are built upon a foundation of positive youth development, a mission that is achieved through unique ensemble models and performance opportunities which promote the values of community service, personal growth, and leadership.

Now in its 31st year, the Pensacola Children's Chorus has overcome many challenges presented by the coronavirus pandemic. Notable achievements included presenting a highly successful holiday performance with in-person and online viewing options, two televised concert events, and the implementation of one of the first online choral education programs in the United States. Presently offering both in-person and online educational programs, PCC remains committed to ensuring that its mission of transforming lives through music and performance is fulfilled.

Purpose of Position

The Executive Office Coordinator (EOC) provides vital administrative support for the Artistic & Executive Director, the Board of Directors, and especially for the overall operations and mission of the organization. As a highly organized individual, the EOC manages a wide array of tasks which keep the organization running smoothly, such as maintaining office operations, scheduling and recording meetings, generating reports and mailers, receiving payments, and providing support for programs and special events. Additionally, the EOC will serve as the first point-of-contact for parents and community stakeholders, taking time to ensure each individual's experience is cordial, expedient, and helpful.

Essential Duties & Responsibilities

- Support organizational operations by maintaining office systems and procedures;
- Maintain general office files, including employee files, vendor files, and other documents related to the organization's operations;
- Assist the Artistic & Executive Director with essential administrative tasks, such as generating donor acknowledgements, maintaining databases, coordinating calendars and communications, and creating reports;
- Support the Board of Directors with important administrative tasks, such as creating agendas, recording minutes, scheduling meetings, and coordinating communications;
- Provide logistical and/or administrative support for programs, initiatives, and/or events managed by the Artistic & Executive Director or other PCC staff members;
- Supply information and hospitality to visitors and callers and/or direct them to the relevant staff member as necessary;
- Purchase office supplies, equipment, and furniture;
- Oversee the maintenance of office facilities and equipment;
- Carry out clerical duties such as answering phone calls, responding to emails, and preparing documents (including office correspondence, external communications, and meeting notes);
- Perform minor bookkeeping tasks such as accepting payments, sending account statements, and updating customer data;
- Handle sensitive information in a confidential and professional manner, and;
- Other relevant duties as requested by the Artistic & Executive Director.

Duties are to be conducted fully in-person at PCC's physical office, barring any unforeseen circumstances.

Qualifications & Capabilities

- Affinity toward PCC's mission to foster the personal and social growth of its members and engage the community through inspirational musical experiences;
- High school diploma (associate or bachelor's degree in business, administration, or a similar field preferred);
- At least 2 years of related administrative work experience (experience within an arts organization preferred);
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint);
- Strong computer literacy and typing skills;
- Detail-oriented, especially with regard to spelling, grammar, and layout;
- Demonstrated customer service skills;
- Ability to work independently and with direction, especially within collaborative environments;
- Strong organizational skills, especially the ability to schedule and execute an array of daily, weekly, monthly, quarterly, and annual tasks;
- Effective written, verbal, and non-verbal communication skills;
- Ability to handle confidential information professionally and discreetly;
- Strong multi-tasking and time-management skills, with the ability to prioritize and re-prioritize tasks as needs arise, and;
- Previous employment within an arts organization (preferred).

Other Requirements

- Flexibility to shift working hours (to potentially include nights and weekends) to support organization's major performances and events, especially the last two weeks in February, the first two weeks in May, and the first two weeks in December;
- Ability to lift 25-30 pounds, and;
- Access to a reliable vehicle that could be used to transport small- to medium-sized boxes and equipment.

Compensation & Benefits

- \$29,500 - \$34,000 annual salary, based on experience, with 2% raise after 90-day probationary period
- Up to 3% employer match on IRA contributions
- 10 days (80 hours) paid vacation
- 3 days paid sick/personal leave
- 27 days paid holiday leave
- Opportunities for bonuses and annual performance-based raise

How to Apply

Interested candidates should prepare the following:

1. Cover letter that expresses interest for position and summarizes relevant qualifications;
2. A one-page résumé which highlights relevant work experience;
3. References with phone numbers and e-mail addresses.

All applications will be reviewed on a rolling basis, and receipt will be acknowledged via e-mail within 3 business days. References will not be contacted without prior permission from the candidate. Any offer of employment is contingent upon successful completion of a background check.

Applications that do not contain all three (3) required materials will not be reviewed. Materials received before January 25, 2021, will receive a prioritized review.

Please address materials to Alex Gartner, Artistic & Executive Director, and submit them via e-mail to jobs@pensacolachildrenschorus.com, by no later than **January 29, 2021**.