

FONTANA CHAMBER ARTS POSITION AVAILABLE

Operations and Administrative Associate

Fontana seeks a well organized, detail oriented, creative professional with a passion for the arts to join an energized and motivated staff in the effort to preserve, promote and present the art of live music.

THE POSITION

The Operations and Administrative Associate reports to the Executive/Artistic Director and provides support to organizational operations, including concert production, outreach coordination, office administration, patron services, and communications.

ROLES AND RESPONSIBILITIES

The Operations and Administrative Associate serves a number of roles in the organization, working closely with the Executive/Artistic Director, Board and staff to ensure the professional and world class profile of the organization is preserved and enhanced. Essential duties include, but are not limited to, the following:

- Work with the Executive/Artistic Director in executing all production needs, including venue rental, instrument and backline rental, and stage management.
- Act as the primary point of contact for artists travel arrangements, hospitality needs, and itineraries.
- Assist with the operations of all education and outreach programs.
- Act as the primary point of contact for subscription and individual ticket sales and the tracking of ticket sales.
- Serve as liaison to Board of Directors, providing meeting schedule, meeting minutes, reminders and materials.
- Manage the Fontana office, maintaining supplies and printers.
- Provide administrative assistance to the Executive/Artistic Director, as needed.

TRAITS AND CHARACTERISTICS

The Operations and Administrative Associate should have the ability to switch roles easily and manage multiple deadlines and tasks. The successful candidate will possess the initiative to work independently to ensure all details of concert production are met. As a liaison to artists and their managers, he/she will represent the organization in a gracious and professional manner, showing willingness to provide extra support and hospitality if needed. He/she will also extend the same graciousness to patrons, assisting them with all aspects of ticket purchase and concert attendance. The ability to work within a flexible schedule including some weekends and evenings is required. The Fontana staff of dedicated music enthusiasts works together as a team in a creative environment, attending all concerts, outreach activities and special events.

EXPERIENCE

Bachelor's degree preferred and a successful track record in concert production is desirable. Interest in, and knowledge of, classical music is a plus.

SALARY

Commensurate with experience.

APPLICATION

Candidates should submit a letter and resume by email to:

David Baldwin, Executive/Artistic Director at dbaldwin@fontanachamberarts.org.

This position will remain open until it is filled.

No phone calls, please.

Fontana does not discriminate in employment or other opportunities on the basis of sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy, height, weight, or veteran status.