



POSITION: OFFICE COORDINATOR

REPORTS TO: Executive Director

HOURS: Part-time (Approximately 12-16 hours per week)

About the Sheboygan Symphony Orchestra

The Sheboygan Symphony Orchestra is Wisconsin's longest continually running symphony orchestra. The SSO presents a series of live performances including, masterworks, contemporary music, and chamber music.

MISSION

To engage our community through extraordinary musical experiences.

VISION

A community inspired and enriched by the wonder of live classical music.

Overview

The Sheboygan Symphony Orchestra, a symphony orchestra and non-profit organization in Sheboygan, has an opening for a part-time office coordinator. This person is responsible for the office operations of the Business Office, including interactions with patrons.

Duties and responsibilities

- Provide excellent in-person and telephone customer service
- Record all donations, sponsorships, memorials, and other gifts received
- Schedule all meetings with the organization
- Manage all correspondence from the organization
- Assist with mailings as needed
- Assist with copying, scanning, or filing as needed
- Participate in staff meetings as appropriate
- Support business office as needed/directed
- Other duties as assigned

Qualifications

- Excellent customer service skills with keen attention to detail
- Comfortable with technology
- Exceptional time management skills
- Must be collaborative and able to work with staff and musicians
- Must project a positive, professional and polished image of the SSO at all times
- Must be flexible, adaptable, reliable and willing to take on new tasks as needed

Benefits and Compensation

- \$12-15 per hour
- Parking pass