



JOB POSTING

Position: Orchestra Operations Assistant

Position Summary: The Orchestra Operations Assistant is a part-time but key administrative role for Mill Valley Philharmonic (MVP). Reporting to and under the direction of the Artistic Director, the Assistant has hands-on operational tasks to support the organization's mission.

Who We Are: Founded in 2000, MVP is Marin's pre-eminent community ensemble. We are a nonprofit community-based orchestra of local musicians dedicated to enriching the cultural life of the Bay Area by bringing free and low-cost orchestral music to people of all ages and means in their own communities. MVP provides talented and dedicated volunteer musicians the opportunity to rehearse and perform orchestral repertoire and presents one-of-a-kind programming that engages our listeners. MVP is governed by a strong and dedicated board comprised of orchestra and community members.

Location: Mill Valley, California

Organization Type: Performing Arts 501(c)3 non-profit

Website: www.millvalleyphilharmonic.org

Start date: July 1, 2022, or later

Hours & compensation: Part-time, highly flexible position ranging from 20 - 50 hours per month; Annual compensation: \$15,000, paid in monthly increments of \$1,250. Work from home / remote for majority of time and on-site for concert performance and rehearsals (as available)

Attributes for Success:

- Experience with orchestra operations and administration
- Experience with social media and website platforms
- Proficiency in computer software: GoogleDrive / Workspace, Excel, and donor database management
- Strong organizational abilities
- Excellent written and oral communication skills

Key Responsibilities:

- Maintaining donor database, orchestra website and mailing lists
- Donor thank you letters
- Collaboration with the Artistic Director on rehearsal and concert production, and special events
- Volunteer coordination and recruitment for rehearsals and concerts
- Assisting with Board of Directors meeting preparation

Application Process:

Please submit the following to: info@millvalleyphilharmonic.org:

- A cover letter summarizing why you are interested in this position
- Your resume or CV