



Bach in Baltimore

T. Herbert Dimmock, Founder & Music Director

Administrative Manager

Become part of our family, join Bach in Baltimore. We are looking for a **Part-Time Administrative Manager. 10 to 15 hours /week.** The Administrative Manager is a key position at Bach in Baltimore, involving all back-office activities, performance assistance and interfacing with key Managers and Board Directors.

Primary Responsibilities:

- OFFICE MANAGEMENT
 - Management of incoming phone calls: Group Ticket sales/Online ticket issues/ Donor questions that need to be resolved or assistance.
 - Mail and email handling: Donor mail-in with thank you letter follow-ups
 - Maintenance of personnel rosters (choir, board)
 - Maintenance of Donor Lists
 - Maintenance of Patron List
 - Managing Bios and relations with Guest musicians

 - ⇒ Direct interface with our Accounts Manager for bills that arrive by mail.
 - ⇒ Working with the Accounts Manager to keep accurate financial records.
 - ⇒ Interfacing with our Marketing Manager for the maintenance of patron and donor lists

- CONCERT COORDINATION
 - Finding and liaising with concert locations, running our Bachshop.
 - Ensuring each location has materials to promote our concerts and vouchers for free attendance.
 - Running off concert notes (Xerox) for each concert
 - Managing Concert greeting and ticket sales table at concerts
 - Supervising the ticket scanning/Pass and Voucher control

 - ⇒ Direct interface with our Production Manager for concert set-up and location interface
 - ⇒ Direct interface with Musical Director for concert notes

- BOARD MEETINGS & BOARD OF DIRECTORS
 - Organize agenda, attend and write minutes
 - Assist Directors as needed.

- FUNDRAISING
 - Preparation of annual reports such as: 990, report to the Baker Foundation, MD Cultural Alliance, Good Standing report of the State of Maryland, fill out annual grants that exist already with Music Director's help
 - Assist Event's committee with fundraiser events

- COMPENSATION
 - Part-time independent contractor, rate of \$25/hour.
 - Ability to work from home for majority of tasks, some office, meetings and concert transportation required.
 - Estimated time required 10-15 hours/week, actual time required varies with concert activity.

- SKILLS & ABILITIES:
 - Flexibility to work on other tasks as requested by the Board of Directors
 - Self-motivated, organized, proactive and able to multitask.
 - Excellent communicator with ability to work with diverse groups of people.
 - Able to partner on projects with internal members and external vendors.
 - Professional presentation and communication skills (written and oral), for external & internal audiences.
 - Entrepreneurial personality, positive attitude toward one's work and work ethic
 - Previous experience in the performing arts and/or non-profit world a plus but not required.
 - Proficient in MS Office Suite and Google Drive

Send cover letter and resume (with references) to: bachconcertseries@bachinbaltimore.org no later than April 5, 2024.