



Job Opening: Office Operations Manager; Yakima Symphony Orchestra (YSO)

Open until filled

Job Summary

The Office Operations Manager for the Yakima Symphony Orchestra (YSO) provides support for the tools and infrastructure of YSO administration and patron relations, including primary responsibility for management of Customer Relationship Management (CRM) software, interaction with IT and office technology vendors, and traditional office operations. The Office Operations Manager organizes musician housing during concert sets, assists in scheduling musicians for education-related activities, and supports staff colleagues at concerts and events.

Qualifications

- 1) Proficiency with CRM and/or database software (the YSO uses PatronManager), and with Microsoft Outlook, Word and Excel
- 2) Excellent organizational and time management skills; ability to absorb and synthesize information from multiple sources
- 3) Ability to appropriately manage confidential information
- 4) Bachelor's degree, data management certification or commensurate experience
- 5) A warm, friendly demeanor and excellent customer service skills
- 6) Uncompromising integrity and a strong work ethic
- 7) Valid driver's license and reliable transportation
- 8) Ability to repetitively lift up to 40 pounds and to work evenings and weekends for scheduled YSO events
- 9) Passion for and some knowledge of music, along with some knowledge of regional educational infrastructure, is helpful
- 10) Bilingual (English/Spanish) is a plus

Compensation: This is a full-time, non-exempt hourly position, compensated initially at \$21/hour on a biweekly payroll schedule.

Benefits: Complimentary ticket to all Yakima Symphony Orchestra performances, paid time off equivalent to 20 work days per year, and office holiday pay.

To Apply: Please submit a cover letter of interest and a resume to: David Rogers, YSO Executive Director, at director@ysomusic.org. For more information on YSO, visit www.ysomusic.org.

The Yakima Symphony Orchestra will present a full season of concerts of the highest artistic quality and offer exceptional educational programs. Within a sustainable financial structure, the YSO will provide the community with extraordinary musical performances and will demonstrate value as a regional cultural and economic asset.

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