

## **Executive Coordinator Job Description**

### **Box office management**

- Manage ticketing and front of house operations for all ECSO events. Coordinate with front of house staff at each venue. Attend concerts, acting as the main point of contact for attendees and facilitating a successful and smooth event from start to finish.
- Assist in strategizing special discounts and partnerships to maximize ticket revenue on each concert with group sales and cross-promotions.
- Manage handling of cash and credit card revenue, ticket inventory, and final reconciliation of events. Manage any merchandise sales at events.
- Provide technical consultation for specialized ticket management computer software and hardware; develop and manage systems for online ticket sales with a focus on future growth and opportunities.

### **Marketing**

- Lead in the execution of marketing activities, with input and direction from the Executive Director, including the design of season promotional materials, event collateral, and social media efforts.
- Compile and arrange program booklet.
- Write and design monthly e-blasts and Prelude newsletter.

### **Fundraising**

- Assist with planning, management, and implementation of all phases of the annual fund campaign and other fundraising initiatives, such as the annual Gala and special events.
- Track the status of gift acknowledgment and solicitation for donors among various schedules. Oversee the maintenance of all donor files and records.

## Education Programs

- In collaboration with appropriate staff and the ECSO's Education Committee, develop, plan, and administer educational programs that are in alignment with the ECSO's mission. Document programs' impact throughout the year for grant reporting and increased effectiveness.
- Cultivate and maintain positive working relationships with public and private school administrators and teachers, other educators, and other educational institutions and organizations.

## Office Management

- Maintain patron, corporate, and foundation contacts in database. Manage production of lists for all mailings.
- Manage office volunteers and scheduling for bulk mailings and other activities.
- Lead in the recruitment and management of student interns.
- Install and configure all new hardware and software and become proficient in their use.
- Serve as staff liaison for Board of Directors and work with other part-time ECSO staff members, contractors, and vendors.
- Order and maintain office supplies as needed.

Other duties related or unrelated as may be required, must be able to lift 25 lbs.

The ECSO is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

Don't check off every box in the requirements listed above? Please apply anyway! We are building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.