

Manager of Administration

Title:	Manager of Administration
Status:	Full-Time Exempt
Reports To:	Executive Director
Supervises:	N/A



Position Summary

The Manager of Administration (MA) is a key member of the Camerata Pacifica team serving as office manager, with core roles in advancing projects, planning and producing special events, assisting in the creation of marketing materials, and planning logistics for visiting artists. The MA liaises with a wide range of constituents including vendors and business partners, patrons and donors, performers, the production team, and the Board of Directors, and participates in a collaborative and team-oriented workplace culture.

Responsibilities

- Maintain smooth and professional operation of the Camerata Pacifica office
- Establish positive relationships with vendors and business partners
- Process invoices and receipts, bank deposits, and incoming and outgoing mail
- Monitor and order office supplies and other materials
- Plan and produce special events such as receptions, fundraising events, and house concerts, coordinating with venues, performers, caterers, and attendees
- Assist in producing marketing materials such as advertising campaigns, press releases, social media content, and other company materials
- Participate in concert staffing to assist box office operations and patron engagement
- Organize travel and logistical arrangements for visiting artists
- Project manage a wide range of initiatives

Candidate Profile

Camerata Pacifica values a diverse and inclusive workplace culture, and colleagues who thrive in a collaborative and communicative environment. The attributes below more specifically describe the team member we are looking for.

- Fastidious attention to detail
- Ability to proactively anticipate problems and create solutions
- Proficiency in standard Apple and Microsoft office applications
- Engaging, friendly demeanor with customer-focused attitude and approach
- Familiarity with classical music and musicians or openness to learning
- Ability to work some evenings and weekends
- Access to personal vehicle and ability to drive to remote venues
- Valid CA driver license

Compensation and Benefits

- Competitive salary commensurate with experience
- Employer-paid Anthem Blue Cross Blue Shield health insurance plan
- Access to 403(b) plan through American Funds
- Three weeks paid time off, with additional paid sick leave

How to Apply

Please send your resume with a cover letter detailing your interest in the position and your specific qualifications, to production@cameratapacifica.org. Please send all documents in PDF format. We will review applications upon receipt and will contact you if we would like to discuss your candidacy. A background screening will be performed as a condition of employment. All employees must provide proof of COVID vaccination. Please do not call the Camerata Pacifica office.

About Camerata Pacifica

Founded in 1990 by Artistic Director Adrian Spence, Camerata Pacifica has risen to become a major classical music presence across South California, performing regularly in Los Angeles, San Marino, Ventura, and Santa Barbara. Camerata Pacifica is known for its distinctive artistic vision and innovative programs, exploring the visceral intimacy and vitality of chamber music in performances by the world-class artists of the Camerata. Camerata Pacifica actively advances the chamber music art form by commissioning new music. Past projects include 16 commissions from composers including John Harbison, Jake Heggie, Huang Ruo, Lera Auerbach, and Bright Sheng. Five projects by women composers are currently in development.

Based on the well-documented positive effects of music in healing, The Nightingale Channel, launched in 2021 in a collaboration with UCLA Health, makes available an impressive archive of high-definition chamber music video recordings to hospital patients and care teams. These visually and musically stunning performances are captured during Camerata Pacifica performances and special recording sessions.

Camerata Pacifica's 2022/23 concert season sees the return of favorite artists including violinist Paul Huang, oboist Nick Daniel, cellist Ani Aznavoorian, and pianist Gilles Vonsattel. The season features a wide range of repertoire and artists to suit all tastes. To purchase tickets and find out more about Camerata Pacifica, please visit www.cameratapacifica.org.

Camerata Pacifica provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Camerata Pacifica

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