



Employment Opportunity

The RCO is seeking a **Director of Administration** to oversee office operations and systems. This full-time position reports to the Executive Director. Principal duties including supporting board and donor relations, ensuring accurate ticket sales and database management, and overseeing administrative staff in support of the Reno Chamber Orchestra and Nevada Chamber Music Festival.

Principal Duties:

- Office Management
 - o Maintain efficient office operations, acting as the first point of contact for patrons during business hours.
 - o Oversee phone and internet communications, order office supplies, handle equipment maintenance requests, and reserve meeting space as needed.
 - o Organize and make daily deposits of cash and checks.
- Development Systems
 - o Process and recognize donations in a timely and accurate manner.
 - o Prepare donor listing for public programs and oversee delivery of donor benefits and event invitations.
 - o Maintain grants calendar for gifts from foundations and government entities which are regularly received. Support the drafting of language and preparation of materials for grant submissions.
- Printing & Communications
 - o Assemble concert program ads and content.
 - o Work with printing contractor for delivery of materials.
 - o Oversee master calendar for messaging of marketing and development.
- Ticketing and Database Oversight
 - o Ensure database accuracy, and pull targeted contact lists as needed.
 - o Act as the lead staff person for ticket sales in the office and at public events.
 - o Manage comp requests and ticket donations to other nonprofits.
- Special Event Management
 - o Serve as lead coordinator for key events during the year, including Derby Day (May), Elegant Afternoon (Jun), and chamber festival special events (Aug & Dec).

- Board Support
 - o Attend board meetings and support the Secretary in taking notes, drafting minutes, and submitting them for revisions.
 - o Prepare and provide documents and historical information as requested.
- Nevada Chamber Music Festival (NCMF)
 - o Assist with all public performances, and coordinate donor receptions and New Years brunch events.
- Other duties as assigned

Desired Skills:

- Attention to detail and highly organized approach to managing office systems, special event planning and working committees.
- A commitment to providing prompt, courteous customer service and support.
- A sense of diplomacy when handling sensitive information and interactions.
- Ability to manage paid staff and volunteers in both office and concert venue settings.
- A working knowledge of the nonprofit performing arts community; experience with classical music highly desirable.

Supervises:

- Marketing Coordinator
- NCMF Event Manager (seasonal)
- Ticket office and Front of house volunteers

Estimated Hours and Working Conditions:

- This is a full-time salaried position (36-40 hours/week) with health benefits and two weeks paid vacation. Additional evening and weekend hours are required during performance and event weeks.
- Working conditions are routine for an office environment. Proficiency in computers, and an ability to lift 20 lbs, is required.

To Apply:

Submit a resume, cover letter, and at least three (3) references by email to executivedirector@renochamberorchestra.org. The Reno Chamber Orchestra is an equal opportunity employer. Please, no calls about this position.