POSITION: Administrative Assistant – Part-Time / Up to 29 Hours Per Week / Non-Exempt

LOCATION: North State Symphony

ESSENTIAL JOB FUNCTIONS: Under the direction of the Executive Director of the North State Symphony, this position is responsible for a full range of general office support, marketing, accounts payable, production and stage management, audits, and orchestra personnel management. The successful candidate will gather, plan, analyze, and maintain data and information for various purposes including monitoring and coordinating NSS activities, programs, events, schedules, payroll documentation, reimbursements, and financial data. Example of duties will include:

- General Office Assistance – edit and format solicitation and thank-you letters, update and manage mailing lists, update online community calendars with concert and fundraiser information, supervise student and volunteer office assistants, assist with concert budgets, process Cash Request forms for petty cash withdrawals.
- Marketing – Assist in creating and updating content for concert programs and season brochures, design concert and fundraiser promotional advertisements for local daily new publications and various outlets, create social media content, semi-monthly email blasts, and manage NSS website content and updates.
- Accounts Payable – Process all bills, invoices, and reimbursements for multiple NSS projects.
- Production/Stage Management – Function as production manager and stage manager for NSS concerts, collaborate with Music Director on orchestration and seating, consult scores for direction on stage layout, act as handler for guest soloists, supervise student crew, open, secure and close all CSU, Chico rehearsal and concert venues.
- Auditions – Organize and facilitate semi-annual vacancy and sub list auditions for professional and student musicians, assist in annual student concerto auditions.
- Orchestra Management – Acquire and distribute sheet music to NSS musicians, work with Muta music Librarian on accessing and adding to permanent NSS music collection, inspect and return all rented music.

EMPLOYMENT STANDARDS: Bachelor’s degree in a related field preferred. Ability to read music. Previous experience performing in band or orchestra or prior Arts Administration experience. Proficient in MS Office Suite, Adobe Creative Suite, and social media.

SPECIAL REQUIREMENTS: The successful candidate must possess a valid California driver’s license, good driving record, and vehicle. Fingerprinting and participation in the DMV Pull Notice Program (driving record) may be required. Job requires some travel and working nights and weekends as needed.

PHYSICAL REQUIREMENTS: The successful candidate will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. The position alternates between remaining in a stationary position operating a personal computer, to moving, walking, lifting items up to 50
lbs., and carrying items up to 30 lbs.

**COMPENSATION:** $16.00 per hour. This position is funded by the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of CSU, Chico. Employment with the CSU, Chico Research Foundation is considered at will.

**APPLICATIONS:** Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. **Incomplete application packets will not be accepted.** Application deadline is September 16, 2016. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95929-0246

**BY IN PERSON:**
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

**BY EMAIL:**
rfhrjobs@csuchico.edu

**BY FAX:** (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** http://www.csuchico.edu/rfdn/

**DISCLOSURE OF CAMPUS CRIME STATISTICS**
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.