

## **Administrative Assistant Position at Charlottesville Opera**

Applications accepted until position is filled.

**Start Date:** Immediately

Part Time

Charlottesville Opera seeks a part-time Administrative Assistant to assist the company with clerical jobs and communications related to the daily operations of the company. This is an in-person position with specific required hours and occasional opportunities for additional hours at events after hours. The successful applicant will be detail oriented, organized, have competency with word processing programs, email, and willingness to learn new systems. No knowledge of opera is required.

**Hours:** Monday through Thursday from 9:30AM - 1:30PM or 10AM - 2PM.

**Pay:** \$20-\$22 per hour depending upon experience. This is a W2 position.

**Location/Parking:** The Charlottesville Opera office is located at 226 E High Street on the corner of 2nd and E High Street. There is no parking available at the building. Parking vouchers will be provided for parking in the Water Street or Market Street lots.

The position comes with the following responsibilities:

- Administrative Assistant work is generally of a clerical nature, providing office support under direct supervision
- Assist with calendar management, scheduling and confirming meetings for the General Director
- Assist with data entry into the company's donor database under the supervision of the Artistic Administrator
- Scanning and uploading music files.
- Creating agendas, making copies and making packets for board meetings.
- Uploading images to Canva and sharing with Team
- Monitoring, forwarding, and responding to the [info@charlottesvilleopera.org](mailto:info@charlottesvilleopera.org) email address
- Sending email meeting reminders.
- Answering occasional phone calls.
- Researching grants, finding contacts and assisting with creating excel spreadsheets.
- Checking mail, occasional visits to the Post Office, FedEx, and UPS.
- Run errands for office supplies as needed (during the designated work hours).
- Creating Google Forms

- Managing Email Marketing program, updating and editing individuals as needed
- Working with Microsoft OneDrive storage to be able to share items as needed.
- Bi-Weekly image postings to Google Business Page
- Update and maintain contact sheets as directed by the Artistic Administrator
- Assist in preparation for events, cutting, program folding, bag filling, etc.

Occasional opportunities for after-hours work assisting with events may be possible.

Interested parties should send a resume and paragraph of introduction to  
[Leanne@Charlottesvilleopera.org](mailto:Leanne@Charlottesvilleopera.org)

Applications will be considered as they are received. Position will remain open until filled.