

# NORTHWEST CHOIRS NORTHWEST BOYCHOIR & VOCALPOINT! SEATTLE

## Job Announcement - Administrative Assistant

### POSITION PURPOSE

The Northwest Choirs seeks an **Administrative Assistant** to assist the Executive Director and office staff in day-to-day operations, projects, and clerical tasks in a small office for an extremely active, high-level performing arts organization. The Administrative Assistant will work directly with members (adults and children ages 5-18), patrons, volunteers and music staff. In addition to normal office duties, the Administrative Assistant will assist in/at all special events and concerts. The ideal candidate has excellent people skills and enjoys working in a fast paced and detailed oriented environment.

**The Northwest Choirs** is a nonprofit organization comprised of the **Northwest Boychoir** and **Vocalpoint! Seattle**. Annually, 200 young singers participate in our premier music education programs. These students - boys ages 6 to 18, and girls 12 to 18 - come from all corners of the Puget Sound region. Considered one of the outstanding children's choirs in the nation, the Northwest Choirs is an integral part of the region's cultural life. Northwest Choirs members perform regularly with the Seattle Symphony Orchestra, as well as other high-profile performing arts groups in the area. Please find further information about our program at: [www.nwchoirs.org](http://www.nwchoirs.org)

**Position:** Administrative Assistant

**Reports to:** Executive Director

**Employee Status:**

- Regular, part-time. 25-30 hours/week, year-round.
- **Regular hours are Mon–Thurs from 12:00pm-7:00pm**, but must have flexible availability Mon - Thurs from 11:00am - 8:00pm.
- ***Required availability on weekends and evenings as needed for concerts and events (all events are scheduled well in advance).***
- The organization takes a scheduled 2-week break during winter holidays and in July.
- Must be available to work onsite at the Northwest Choirs' Office at Seattle's University Heights Center.

**Compensation:** \$18-\$24 per hour.  
City of Seattle Paid Sick & Safe Time. No other benefits.  
Pay will be commensurate with experience.  
Free parking.

**Education & Experience** Five or more years of related professional experience; or an equivalent combination of education and experience sufficient to successfully perform the duties of this position. Associate's or Bachelor's degree preferred.

**To Apply:** Email cover letter, resume, and three employment references with telephone and email contact information.

Attn: Executive Director, [info@northwestchoirs.org](mailto:info@northwestchoirs.org)

Position open immediately

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## **Job Announcement - Administrative Assistant (continued)**

### **PRIMARY JOB FUNCTIONS INCLUDE**

- Interface with choristers age 6-18 and families on a daily basis.
- General office, clerical, basic bookkeeping and administrative tasks, and other duties as assigned.
- Phone and Email communication with membership and customers.
- Administrative task using Outlook, Word, and Excel: attendance spreadsheets; schedule meetings; prepare labels; collecting & organizing data; and all other as needed.
- Manage attendance for Choir Directors. (Collect absences via phone and email. Call guardians of absent choristers. Confirm pickup of all children.)
- Working with CRM database. Using ticketing software; process ticket sales on phone, in person and on-site at performances.
- At performances and annual gala; facility set-up and take-down, label seating, chaperone dressing rooms, manage on-site supplies, greet guests, ticket sales, and other work as needed.
- Assist with uniform fittings, distribution, collection, record keeping and dry cleaning.
- Rehearsal & office facility light cleaning (sweep, vacuum, dust, wipe down, empty trash, etc.).

### **QUALIFICATIONS & PREFERENCES**

#### **The ideal candidate for this position will:**

- Have high-functioning computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Outlook, and Access), and website management (WordPress). Also must be able to learn new software quickly. CRM database and QuickBooks experience is a plus.
- Possess strong written and excellent verbal communication skills in the English language.
- Possess exceptional organization skills and the ability to work with frequent interruptions.
- Be an excellent team player with the ability to multitask, and keep a tidy and organized workspace.
- Enjoy working in a fast-paced, deadline-driven environment.
- Have demonstrated ability to work independently and be precise and accurate with tasks.
- Be comfortable conversing with the public, staff and volunteers in an effective, congenial and professional manner.
- Have customer service experience and experience working with a nonprofit organization.
- Be committed to our organization's mission, enjoy music, children of all ages and have a passion in the performing arts.
- Have a valid driver's license and access to a vehicle.

### **PHYSICAL REQUIREMENTS**

- Ability to perform work in a stationary position (standing/sitting), moving to/from various work areas, standing, squatting, reaching, walking and stairs. Ability to lift up to 35 pounds.
- Operating a computer, copy machine, and other office equipment.

Offers are contingent upon successful pre-employment testing which may include software, drug, background and character check.

*The Northwest Choirs is an equal employment opportunity employer. Successful candidates must pass a Criminal Records Check and have legal status to work in the USA. This is a non-smoking environment. Only drug free, local candidates should apply.*