



Administrative Assistant

Reports to: President/CEO
Status: Non-Exempt
FTE: .6
Schedule: Tuesday-Friday and some nights/weekends

Summary of primary job functions

The Administrative Assistant reports directly to President/CEO, but also works closely with other staff including Music Director and Director of Marketing and Audience Development. They ensure smooth day-to-day operations and support the mission of Rochester Symphony through assisting artistic and administrative leadership. Average of 20 hours per week with occasional additional nights/weekends possible and an opportunity for future growth within the organization. Applicants are welcome to also apply for the open Stage Production Manager position and/or the Marketing and Audience Development position if more hours are desired.

Duties and responsibilities

Day-to-Day

- Manage all aspects of the RS office operations, ordering and maintaining office supply inventory, petty cash, and office equipment.
- Work within financial accounting software to deposit checks/cash, log credit card receipts, process invoices and cut checks while ensuring that all invoices are accurate, properly coded, and approved.
- Answer incoming calls in the office, monitor office voicemail messages, and collect/distribute incoming mail to the physical address and general office email address.
- Process ticket orders and donations, including ensuring that gifts are acknowledged in a timely manner.
- Keep the office and common areas clean, organized, and welcoming.
- Maintain all filing and record systems of operations including but not limited to CRM database, invoices and vendor files, musician contracts, donors, subscribers, credit cards, A/P, A/R, and concert settlement files.

Programming Support

- Assist with concert production, facilitation of education programming, special event planning, grant writing and grant reporting as needed.
- In consultation with Music Director and President/CEO, offer contracts annually to musicians of the orchestra.
- Coordinate all aspects of orchestra auditions for open positions and for substitute list.
- Maintain accurate musician contact information and communicate rehearsal schedule information and other announcements in a timely and professional manner.
- Calculate independent contractor musician pay, mileage, and cartage for each musician and ensure processing of pay after each concert.

Qualifications

- Bachelor's degree in Business, Music, Liberal Arts, or equivalent preferred.
- Customer service skills/experience preferred.
- Excellent computer skills required (Microsoft Office Suite, Google Suite, and web-based platforms.)
- Experience working with Quickbooks and knowledge of bookkeeping processes preferred.
- Knowledge of PatronManager (Salesforce-based CRM) preferred.
- Ability to work daytime hours required. Current office hours are 10am-3pm, Tuesday – Friday.
- Must have reliable transportation and be able to safely lift up to 30 pounds.

This person should be able to manage multiple priorities, anticipate needs of the organization, and contribute to a collaborative working environment. The successful candidate will be attentive to detail, will show evidence of ability to work efficiently and independently, communicates clearly and professionally, and will consistently meet deadlines.

How to Apply

Interested candidates – please send a resume and cover letter along with the names, email addresses and phone numbers of two professional references to Amy Lindstrom: amyl@rochestersymphony.org. Applications will be reviewed as they are received. Applications received by September 4, 2026 will receive full consideration. Rochester Symphony is an equal opportunity employer.

Note: the organization also has part-time Marketing/Audience Development and Stage Production Manager positions available and is open to negotiating staff roles and hours to match the right person's skills.