



Office Assistant

Charlotte Symphony Orchestra is seeking a part-time office assistant to provide clerical and administrative support. Priority is given to candidates who love music and support the CSO's vision that all children deserve access to quality music education.

About the Charlotte Symphony

Led by internationally renowned Music Director Christopher Warren-Green, the Charlotte Symphony is the largest performing arts organization in the region. Core programming runs from September through May and includes Classical, Pops, and Family series, alongside annual holiday favorites Magic of Christmas and Handel's *Messiah*. We also serve as the soundtrack to our community's ballet and opera productions.

As part of our commitment to serve the entire region, the CSO performs everywhere from parks and schools to breweries and senior care centers. We passionately believe that music, accessible to all and experienced in many forms, unifies and enriches our entire community. Longstanding Summer Pops at Symphony Park rounds out each season; and our *CSO On the Go* neighborhood series is aimed at bringing an intimate and affordable orchestra experience to our wider community.

Project Harmony, our program for enacting social change through music, serves nearly 200 children with the fewest resources and greatest need through a free afterschool orchestra training program. This program will double to serve more than 400 children in the next two years.

The position

The Office Assistant processes incoming mail, manages office supply orders, provides clerical and data management support, and assists with coordination of donor events. This position will report to the Executive Assistant.

Candidate profile

The successful candidate will have two to three years of relevant experience and excellent writing and communication skills.

Advanced skills in Microsoft Office (Outlook, Word, Excel, and Power Point) are required. Experience with customer relationship management (CRM) software is a plus.

Compensation

Salary range \$12-13/hour, depending on experience.

To Apply

Interested candidates should forward a resume to SHackett@charlottesymphony.org with Office Assistant in the subject line, along with a short cover note telling us why you want to work for the CSO.

Applications accepted via email only, no phone calls please.