

SEATTLE OPERA.

Seattle Opera is accepting applications for the position of Administrative Coordinator. This full-time position reports to the Director of Education.

Scope & Principal Accountabilities

The Education department provides a wide variety of observational, participatory, and creative programs, activities, and events that educate people about opera, provide learning opportunities in the component parts of opera and connect people more closely with all aspects of opera.

The Administrative Coordinator is responsible for helping ensure the smooth functioning of the department's programs and activities by performing a variety of financial, budgetary and administrative activities, and functioning as an interdepartmental liaison.

The span of administrative, financial and budgetary support activities may expand in the future to include development, and maintenance and support of website content specific to the Education department.

Duties and Responsibilities

This position is tasked to:

- Process and reconcile financial transactions
- Provide budget support – including data entry, tracking, status and reporting
- Handle program registration and payment logistics
- Oversee venue booking arrangements
- Lead for department calendar and scheduling
- Other duties as assigned

Qualifications

- Undergraduate degree in arts or administration or equivalent experience
- CRM (Customer Relationship Management) software experience – preferably with Tessitura
- Demonstrated skill using MS Office suite of software
- Intermediate (or higher) skill level using Excel
- Knowledge and practical application of basic accounting practices as related to recording and reconciling financial transactions and tracking budget items
- Strong interpersonal and communication skills
- Strong attention to detail and demonstrated accuracy in all areas of work
- Knowledge of opera and arts education is a plus.

SPECIAL REQUIREMENTS

Must be able to work some nights and weekends.

Position requires incumbent to lift 20 pounds or more on occasional basis – with or without assistance.

COMPENSATION

Salary DOE. .

Contact

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with "Administrative Coordinator" in the subject line, or by mail to Seattle Opera, Attn. Director of Education, 1020 John St., Seattle, WA 98109. No phone calls, please.

Seattle Opera is an equal opportunity employer.