

# FSO Office + Events Manager

Part Time – Average 20 Hours/Week

Salary Range \$18 - \$25 hour

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## ***Job Responsibilities***

### Administrative

- Bookkeeping using Quickbooks, including but not limited to Accounts Receivable, Accounts Payable, bi-monthly payroll, concert payroll, filing federal and state payroll liabilities, making regular bank deposits.
- Tax payments and reports, working with FSO Treasurer on monthly reports, quarterly taxes, and annual budget. Collect necessary tax information from contractors or vendors for year-end tax return.
- Office management tasks including but not limited to ordering checks and office supplies, checking and processing mail, scheduling cleaning, maintaining office files.
- Donor management for fundraising campaigns, tracking donations from multiple sources (Classy, Square, Stripe, special campaigns, Facebook and AZ Gives, cash and check) and creating monthly reports.
- Donor database management and donor development. Maintain donor databases (NEON ONE and MailChimp), create donor reports, track annual donors. Assist with annual appeals; develop copy for ask letters and sponsor opportunities.
- Assist with large and small mailings working with printing services and USPS non-profit bulk permit. Use the database to run current mailing lists.
- Maintain personnel files including contracts (for staff and all musicians), tax forms, and I9 Employment Eligibility files; register with E-verify for all new employees.
- Understand and follow requirements for Department of Labor Laws
- Assist with preparation of financial review or audit
- Assist in preparation with grants, ASCAP, and BMI memberships
- Assist with preparation of board packets and with the filing of board documents
- Assist with maintenance and organization of FSO Google Drive

### Event Coordination

- Develop and manage special events and fundraisers, manage registrations, communicate with participants, and encourage P2P fundraising efforts; obtain necessary permits, develop budget & fundraising plan, coordinate with committee members, obtain swag items. Incorporate virtual and in-person opportunities for audiences. Assist in coordinating and running auctions, both in-person and online.
- Artist relations including contracts and paperwork, visiting artist pay, and hospitality. Arrange all logistics for conductor travel, guest artist travel, and guest artist technical needs.

- Overall concert coordination: develop and run checklists, work with NAU concert hall staff, recruit and assign volunteers for concerts and events.
- Serve as liaison to the NAU Central Ticket Office and Ardrey Auditorium front of house staff; supervise patron services activities, coordinate complimentary tickets, and special promotions.
- Attend all FSO concerts and events; serve as FSO front-of-house representative at concerts and events, coordinate activities with venue management, and resolve problems when necessary.
- Attend and actively participate in all special event committee meetings.
- Develop and manage an active volunteer program including communications, recruitment, and recognition; ensure all special events are appropriately staffed with volunteer assistance.

### Marketing + Communications

- Manage FSO presence on social media channels. Research and obtain content and photos for Facebook and Instagram; create daily posts to cultivate and retain supporters for upcoming programs; work with the FSO photographer for special events and engaging material. Encourage audience interaction, and manage responses in a timely manner, and report on activity. Research, recommend, and implement new social media strategies. Run paid social media advertising campaigns.
- Coordinate and execute social media fundraising campaigns including Giving Tuesday and AZ Gives Day; coordinate Peer-to-Peer fundraising efforts.
- Manage FSO email lists and target segments. Using MailChimp, prepare regular, visually appealing, informative e-newsletters, and other targeted email communications. Report and make recommendations based on response analytics.
- Assist with the annual advertising sales program for the FSO season program book. Coordinate with staff and committee members to solicit paid and trade advertising from businesses.
- Work closely with FSO's graphic designer on various projects including copy and visual layout (website, flyers, etc.)
- Assist with the development, scheduling, and placement of print, radio, television, and online advertising for FSO concerts and events.
- Create a schedule for concert and special event promotion including poster hanging, social media, engaging an ambassador team and communicating with press contacts. Write and send press releases. Maintain current poster location list & press list.
- Work with NAU departments to promote and hire marketing interns to assist with office tasks and special events.
- Maintain media files, update historical archives (print collateral, photography, etc.) and arts marketing resource materials.