



ADMINISTRATIVE ASSISTANT SFS Media

JOB SUMMARY:

In 2001, the San Francisco Symphony was the first U.S. orchestra to create its own in-house recording label, SFS Media. Since then, SFS Media has produced the San Francisco Symphony's audio recordings of the Grammy award-winning Mahler Project and the multi-media project *Keeping Score*. The SFS Media Assistant provides departmental administrative support to all SFS Media projects and reports to the Manager of Electronic Media.

- Supports Electronic Media Manager; responsible for organizing administrative and clerical requirements.
- Clerical and administrative support including maintaining on-line and off-line records for recording projects. Maintains an efficient and current paper and electronic filing system, creates new files and filing systems when needed.
- Inventory management including acting as liaison to media storage repository (video and audio media);
- Maintains stock inventory records and acts as liaison with shipping and fulfillment warehouse.
- Tracks sales and distribution information for reporting to artists and rightsholders.
- Project work including audio, video, DVD and web production depending on interest and capabilities.
- Supports Keeping Score Education program on seasonal projects, particularly organizing and hosting annual teacher training institute.
- Process expenses and coordinate budget reports with Managers.

QUALIFICATIONS

Two to five years solid experience working as an administrative assistant. Strong computer (Windows, Microsoft Word, Excel, desktop publishing and troubleshooting) and typing skills needed. Excellent organizational and writing skills. Must be accurate and pay attention to details. Background and interest in Audio/Visual production and classical music a plus. Must have ability to work with diverse personalities while maintaining diplomacy, sense of humor, and calm demeanor under extreme pressure. Some moderate lifting required. Previous work in a non-profit or performing arts environment helpful; degree in English/Business a plus. Must be a self-starter and able to take the initiative to find answers to questions.

FLSA STATUS

Full-time, non-exempt.

APPLICATION INSTRUCTIONS

Please send a resume and a personalized cover letter explaining why this job is a perfect fit for you. Please include "Job Code: AA, SFSM" in your submission.

E-Mail (Preferred): jobs@sfsymphony.org

Fax: (415) 863-5297

Mailing Address: San Francisco Symphony
Human Resources Department
Davies Symphony Hall
San Francisco, CA 94102
Job Code: AA, KSEM

NO PHONE CALLS PLEASE

For more details, please check our web site at www.sfsymphony.org.

The San Francisco Symphony is one of the country's leading symphonic orchestras. Founded in 1911, the SFS performs over 250 concerts each year and can be heard through its radio broadcasts on more than 225 radio stations. The SFS has its own record label, SFS Media, and has recently embarked on a multi-media and educational program titled MTT, Keeping Score. Through its numerous educational initiatives, the SFS nurtures a full youth orchestra and serves the San Francisco Public School System through its Adventures In Music (AIM) program. The orchestra tours extensively to venues throughout Europe, Asia and the United States. As a result of its outstanding artistic reputation, the San Francisco Symphony is able to attract the world's finest guest musicians and conductors. The SFS is led by Executive Director, Brent Assink; Music Director, Michael Tilson Thomas; and Board President, John Goldman.

The San Francisco Symphony sets the highest possible standard for excellence in musical performance at home and around the world; enriches, serves, and shapes cultural life throughout the spectrum of Bay Area communities; maintains financial stability and gains public recognition as a means of ensuring its ability to fulfill its mission.

The San Francisco Symphony is an Equal Opportunity Employer.