



Chelsea Opera seeks a part-time, self-motivated **Executive Director** who can effectively manage all administrative tasks under the direction of the General Manager/Artistic Director. This includes but is not limited to the day-to-day running of the company and related production needs, Board relations, program administration, annual fundraising, grants management and donor relations. The Executive Director will provide a high level of administrative support including scheduling and arranging appointments and meetings, responding to phone and e-mail inquiries, and preparing correspondences. This individual must show exceptional judgment, professionalism, diplomacy and discretion in handling confidential and sensitive situations and matters. Specifically, the Executive Director will assist with:

Organizational communication and correspondence:

- Develop and/or edit written correspondence including emails, letters, newsletters, invitations, meeting minutes, memos, etc.
- Write and send out donor acknowledgement letters.
- Perform donor research and/or provide donor services as required by the fundraising staff.
- Collate program content to be sent to the program layout designer.
- Identify and book rehearsal and performance venues.
- Organize internal and external meetings, including notifying attendees, reserving conference meeting space, handling logistics, drafting and distributing agendas.
- Pick up the mail on a regular and timely basis.

Bookkeeping:

- Record payments and deposits into the Quicken general ledger.
- Prepare and make bank deposits, and reconcile monthly bank statement.
- Prepare, print, obtain signature(s) and mail checks for payments due.
- Maintain bank records which include deposit tickets and expense receipts/invoices.
- Record details of monthly income, transfers and expenses to the fiscal year tally.
- Verify and record direct deposits from funders, Ovationtix, NYCharities, etc.
- Record money transfers between bank accounts (actual transfer to be handled by the President or Treasurer).
- Record monthly interest from all banking/savings accounts to ledger (to be provided by the President or Treasurer).
- Prepare and mail annual 1099s.
- Prepare the IRS 990 information using the fiscal year summary and Quicken reports.

Database maintenance:

- Update Filemaker donor/audience lists and Chelsea Opera personnel.
- Update Constant Contact weekly (unsubscribers and new subscribers).
- Update Constant Contact welcome message after productions/concerts.
- Schedule finalized eblasts for mailing to selected and targeted lists.

Bulk mailings

- Upload documents for printing.
- Prepare labels with from Filemaker DB through the USPS website.
- Organize volunteers to assist in processing mailings.
- Deposit funds into the USPS PC 1728 account.

- Deliver bulk mail to the Morgan Station at 29th St. & 9th Avenue.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- Bachelor's degree with at least 2 years experience providing project and administrative support, preferably with an arts organization, or commensurate experience.
- Excellent oral and written communication skills.
- Exceptional organizational skills and attention to detail.
- Demonstrate competence in tracking, coordinating and follow-up of priorities and projects.
- Superb professionalism, sense of diplomacy and confidentiality.
- Ability to interact with high-level individuals internally and externally.
- Proven ability to exercise consistent good judgment.
- Able to anticipate needs and take initiative to get things done.
- Must be tech savvy with current social media presence knowledge.
- Ability to multitask work flow.
- Ability to work in a fast-paced, entrepreneurial – and sometimes unpredictable – environment.
- Ability to work extended hours and local travel as needed.
- Familiar with Microsoft Office Suite (including Word and Excel), Filemaker, Quicken.
- Familiar with Google Applications, including Gmail and Google Drive.

Position begins immediately

- Compensation is commensurate with experience.
- Work schedule is part-time with flexibility.
- Work from home after initial training period.
- Position is that of an independent contractor.

Applicants should send a cover letter, resume and list of references to: info@chelseaopera.org.

Chelsea Opera
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