



Operations Coordinator position for the Fenton Community Orchestra.

The Operations Coordinator will maintain the business office of the organization. Duties include concert/event planning; communications with musicians, donors, volunteers, business and funders including e-communications, social media and website; financial management including banking, QuickBooks, donor tracking; marketing/advertising for concerts including developing concert programs; fundraising and community engagement including outreach to existing and potential funders.

Skills required include excellent communication and organization skills. Computer skills including Excel, QuickBooks, social media literacy. Must be available during orchestra service times, including rehearsal nights and concert weekends. Must be able to work from home office. This position is for season 9 (September 2018 through June 2019). Hours may vary by week depending time of the season and scheduled events. Compensation commensurate with experience.

To apply, email cover letter and resume to fentoncommunityorchestra@gmail.com.