DESCRIPTION
The Administrative Associate provides support to the Executive Director; Director of Administration; Director of Development; and Director of Artistic Planning, Production, and Administration. This position is responsible for a variety of administrative tasks including calendar management, expense and payables tracking, file maintenance, and meeting minutes. This position also manages daily office operations including mail distribution, maintaining kitchen and office supplies, preparing materials and rooms for meetings, scheduling office-wide meetings and events, and assisting with special projects as needed.

RESPONSIBILITIES

ADMINISTRATIVE SUPPORT TO THE EXECUTIVE DIRECTOR AND PROGRAM DIRECTORS
• Manage calendars
• Schedule meetings, including Zoom meetings
• Track receipts and process expense reimbursements
• Manage electronic and paper filing
• Occasional light correspondence and phone call management for Executive Director
• Assist on special projects as assigned

GENERAL OFFICE OPERATIONS
• Sort and distribute mail on a daily basis
• Schedule all-staff meetings and provide hospitality support for these meetings
• Monitor kitchen and office supply inventory and order additional supplies when needed
• Arrange for repair and regularly scheduled maintenance of office equipment
• Serve as liaison to Lincoln Center Building Services for office engineering and cleaning needs
• Maintain weekly invoice register for accounts payable and batch all accompanying invoice and receipts, and track receipt of payments
• Maintain American Express register, collect, and batch all receipts on a monthly basis
• Assist with preparations for Board meetings and Board committee meetings, including assembling print materials and arranging for hospitality
• Other duties as assigned

REQUIRED FOR THE POSITION
• 1-2 years of relevant working experience in an office environment
• Proficiency in Microsoft Office 365 (including Outlook, Word, Excel, and Sharepoint) and Adobe Acrobat
• Ability to multi-task
• Excellent written and oral communication skills
• Availability to occasionally work extended hours
• Interest in classical music and/or the performing arts helpful but not required.
KEY INTERACTIONS & WORKING CONDITIONS
The Administrative Associate reports to the Director of Administration. This position will regularly interact with all members of the Chamber Music Society staff and will have occasional interaction with members of the Chamber Music Society Board of Directors.

The person in this position must be able to remain in a stationary position a majority of the time, occasionally move about inside the office to access file cabinets, office machinery, etc. This person will operate a computer and other office productivity machinery, such as two-way radios, phone, postage machines, copy machine, and computer printer. The person in this position must be able to lift packages and similar items up to 25 pounds.

This is an in-office position, working from the Lincoln Center campus.

COMPENSATION & BENEFITS
This is a full-time position, with a salary range of $48,000 to $53,000.

CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, retirement plan, vacation, and paid time off.

HOW TO APPLY

Please submit a resume and cover letter to jobs@chambermusicsociety.org with “Administrative Associate” in the subject line. Please, no phone calls. We look forward to hearing from you!

The Chamber Music Society of Lincoln Center is an Equal Opportunity Employer and values diversity in its workforce.