



Colorado Springs Youth Symphony Association Position Description

Job Title:	Receptionist	FLSA Status:	Non-Exempt
Department:	Administration	Location:	CSYSA Office
Hired/evaluated by:	Office Manager	Supervises:	None

Reports to: Office Manager

Hours: During the school year, hours will be approximately M-W, 3:30pm-9pm; Th, 3:30pm-7:00pm. During summer & winter vacation, hours will be reduced as necessary.

Pay: \$10/hour

Organization Summary:

The Colorado Springs Youth Symphony Association (CSYSA) is in its 38th season. It was founded in 1980 by Gary Nicholson, a highly respected music educator, who continues to serve as the Music Director. There are over 500 musicians enrolled in 9 levels of performance. Musicians range from elementary to high school across 80 schools in the Pikes Peak Region, plus those homeschooled. The orchestras perform over 60 concerts a year reaching over 40,000 people. The highest level orchestras perform national and international concert tours every two years. There are small groups designed for entry level string musicians.

The CSYSA has 5 administrative staff, 8 artistic staff, 2 consultants, and about two dozen coaches. An active parent council brings together numerous volunteers.

The motto is “through music, we are one,” which came to the CSYSA from a Maori tribal elder, during a concert tour down under to New Zealand and Australia.

Job Summary:

The Receptionist is responsible for implementing organizational operations by maintaining office systems in support of the Office Manager.

Responsibilities:

1. In support of the Office Manager, completes office tasks as follows:
 - Effectively communicate with staff and customers during open office hours.
 - Handle phone calls and answers door buzzer.
 - Carry out clerical functions.
 - Assist with monthly newsletters, programs, flyers, giving pieces, and professional printed materials in support of the Office Manager.

- Data input for the musician and donor database.
 - Assists with camp, concerts, and auditions.
 - Handles paperwork and payments as they come into the office.
2. Follows office policies and procedures.
 3. Contributes to team effort by completing additional related tasks as needed.

Qualifications:

- Ability to work well in customer service positions
- Ability to follow directions
- Microsoft Office skills, especially knowledge of Word, Excel, and Access
- Basic organization skills
- Time management skills
- No prior convictions or accusations of crimes against children
- Must be willing to submit to both a background check and credit check

Preferred:

- Basic knowledge of Google Drive and Google Calendar functions
- Experience with Gmail
- Some knowledge about instrumentation within an orchestra or band

How to Apply:

Send an email to Rachel Wood, rwood@csysa.com, including a resume and cover letter (if desired). Include your name, as well as an email address and phone number where we can reach you. Interviews will be scheduled by September 18. Desired start date is as soon as possible (no later than October 2).