

## **REQUIREMENTS**

- Bachelor's Degree, preferably in business or related degree
- High level of self-motivation and willingness to work hard
- A strategic thinker and problem solver
- Detail oriented
- Enthusiasm for interacting with customers on a daily basis
- Excellent phone and customer service skills
- Understanding and appreciation for the work of the organization
- Creative and analytical capabilities
- Ability to learn quickly and on the job, especially with unfamiliar technology
- Strong written and verbal skills
- Proficiency in MAC and PC operating systems
- Experience with Google and website analytics
- Excellent interpersonal skills and ability to work as part of a team
- Ability to handle confidential information
- Available for night and weekend work, as required - concert weekends are required
- Ability to occasionally move objects weighing 20-30 pounds
- Experience using Microsoft Word, Excel, InDesign, and Adobe Creative Suite

## **HOURS and BENEFITS**

- Full time
- 40 hours per week with comp time earned for off-hours events
- Comprehensive health insurance coverage
- Retirement plan
- Paid vacation and sick leave
- Compensation commensurate with experience and skills
- Mobile Symphony cell phone to manage social media

## **To APPLY**

Submit cover letter and resume to: [jobs@mobilesymphony.org](mailto:jobs@mobilesymphony.org)