

Boston Early Music Festival

International Baroque *Opera* • Celebrated *Concerts* • World-famous *Exhibition*

Kathleen Fay, *Executive Director*

Boston Early Music Festival; Administrative Assistant

The Boston Early Music Festival is seeking a highly motivated candidate for the June 2017 Festival in the area of **Administrative Assistant**.

Under the direction of the BEMF administrative team, the **Administrative Assistant's** duties will include answering telephones, assisting customers with Festival ticket orders, filing and office paperwork, a variety of computer work including database management and document preparation, and other administrative duties to be described. This position will also require being on-site during the June Festival week – assisting BEMF staff with concerts and event management – at our Festival information and ticketing center.

Candidates for this position should be comfortable working in a fast-paced environment, have highly-developed interpersonal skills, an advanced ability to problem solve, strong organizational expertise, strong computer proficiency, the ability to work independently, and a dedication to the performing arts.

Previous experience in arts management, concert management, or non-profit administration is encouraged, but not required. Familiarity with the arts is strongly encouraged.

Compensation: Commensurate with experience; candidate is also granted complimentary admission to all Festival events for which time and workload permit.

Dates of residency: May 15 to June 25, 2017

To apply for this position, please submit your resume and a letter of interest to Carla Chrisfield at carla@bemf.org, or fax to 617-661-1816. For more information please call 617-661-1812.

Applications are due no later than Monday, April 17, 2017.

Candidates are expected to provide their own housing in Boston, Massachusetts for the duration of the contracted period.