

*Job Description*

**ADMINISTRATIVE OFFICE COORDINATOR**

*(9 Weeks, June 9–August 10)*

Preferred candidates for this position have excellent computer knowledge, strong communication and organization skills, and are detail-oriented. Prior office experience is preferred.

- Oversee office operations
- Organize and manage program materials
- Serve as the main point of contact for the office. Greet individuals, answer phones, and respond to email messages when appropriate
- Act as visiting/guest artist liaison and point person, and assist with guest artist/vendor payments
- Provide office support as needed to BUTI Administration
- Run errands when needed
- Attend staff meetings when necessary
- Maintain office supplies inventory
- Work registration days and concert days, as assigned
- Distribute and organize all paperwork for faculty/staff payroll
- Manage complimentary ticket and parking pass distribution for BSO and TMC concerts
- Oversee all incoming and outgoing mail for the office
- Proofread program materials
- Produce and oversee all materials for student registration and faculty/staff orientation
- Represent BUTI on the Tanglewood main grounds
- Serve as assistant to the Program Director
- Other responsibilities as assigned

Compensation includes contracted salary, housing, weekday lunch, and a Tanglewood Lawn Pass for the summer.

**Apply online for this and other summer positions at [www.bu.edu/cfa/tanglewood/employment](http://www.bu.edu/cfa/tanglewood/employment). A cover letter outlining your interest and qualifications along with a work resume are required.**