

Job Description

Office Assistant, part-time

(October 2022 – June 2023, up to 20 hours per week)

About the Program

Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier training program for young musicians and is the only program of its kind associated with one of the world's great symphony orchestras, the Boston Symphony Orchestra. Visit our website at www.bu.edu/tanglewood to learn more about BUTI.

About the Position

The Office Assistant reports to the Executive Director in support of BUTI full-time staff, and is integral to the BUTI administrative team. This position serves as the first point of contact for all incoming correspondence via phone and email for the organization and plays a vital role in supporting the recruiting and communications; admissions and enrollment; and summer preparation processes.

- Serve as the first point of contact for prospective students, parents, and others by answering phones and maintaining the general BUTI email account
- Create and meticulously manage spreadsheets
- Oversee filing and office organization
- Manage and organize archival material
- Review and edit digital communications
- Run errands when necessary
- Provide support to BUTI administrative staff
- Other duties and special projects as assigned

The preferred candidate for this position has excellent customer service skills; thrives in a fast-paced environment; experience with Microsoft Excel, Word, Outlook, Google Drive, and Dropbox; strong verbal and written communication skills; ability to handle multiple projects effectively; and is detail-oriented. Prior office experience and interest in or knowledge of classical music is preferred. We offer a flexible schedule, approximately up to 20 hours a week.

To apply, please send a cover letter outlining your interest and qualifications along with a work resume to Nicole Wendl, Executive Director, at nwendl@bu.edu.