

Job Description

ADMINISTRATIVE OFFICE COORDINATOR

(9 Weeks, June 11–August 14, 2023)

Boston University Tanglewood Institute (BUTI) is recognized internationally as a premier summer training program for aspiring young musicians and is the only program of its kind associated with one of the world's great symphony orchestras. Under the guidance of distinguished professionals, and in the presence of the Boston Symphony Orchestra (BSO), students are immersed in an atmosphere of extraordinary music making fueled by high artistic standards, rigorous programming, and a rich legacy of learning and performance.

The Position

The Administrative Office Coordinator reports to the Director of Education and Programming and works closely and collaboratively with the whole BUTI Administration Leadership to maintain consistent professionalism and organization during the summer season.

Responsibilities

The Administrative Office Coordinator is responsible for:

- 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
- Work closely with the Artist Liaison 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 Director of Education and Student Life
- Other responsibilities as assigned

Qualifications

The ideal candidate possesses the following qualities:

- Very detail-oriented
- Excellent written and verbal communication skills
- Mastery of Microsoft Office and Google Suites
- Experience with InDesign, PowerPoint, and other Adobe programs
- Ability to multitask and enjoys a fast-paced working environment

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. A cover letter outlining your interest and qualifications along with a work resume are required.