Operations Assistant

Job Description

The Paducah Symphony Orchestra seeks a part-time Operations Assistant to provide day-to-day support to full-time staff and patrons/customers.

This Operations Assistant will primarily serve in staff support role, however, management of certain tasks may be delegated to the Operations Assistant as needed.

The ideal Operations Assistant is an organized, dependable individual with strong communication skills. The selected candidate will be expected to develop awareness of all PSO programs, and will support a variety of activities within the scope of the orchestra as well as the new PSO Academy.

Approximate start date: TBD—late 2022 or early 2023

Work Schedule: This is a part-time, hourly position. The Operations Assistant will work 20-25 hours per week on average. A regular schedule will be finalized in collaboration with the selected candidate, however, night and weekend availability is essential.

Primary Responsibilities Include:

- Assist with day-to-day operations related to patron services, events, education programs, and facility usage/rental
- Serve as the primary contact for facility maintenance, and as a facility attendant for rental events, meetings, rehearsals, etc.
- PSO and PSO Academy front desk coverage (i.e., process in-person and phone transactions, direct phone calls and take detailed messages)
- Support/assist full-time staff as needed
- Other responsibilities, projects or duties as required

Essential Qualifications

- Associate’s degree or equivalent experience
- Administrative experience preferred
- Proficient computer skills including Microsoft Office
- Detail oriented. Efficient and accurate data entry skills
- Proven ability to work positively in a shared responsibility team
- Possesses a growth mindset and is open to incorporating feedback
- Able to collaborate effectively with all levels of the organization and across all departments
- Professional and engaging interpersonal skills
- Able to work independently and as an effective team member
- A reliable self-starter with the ability to roll up your sleeves and pitch in wherever and whenever necessary.
- Knowledge of/experience with performing arts preferred. Music background a plus.