

CHORAL SINGERS OF MARIN
P.O. BOX 2102
MILL VALLEY, CA 94942
T 415.383.3712
F 415.383.7289
WWW.SINGERSMARIN.ORG



Are we looking for YOU?

Assistant to the Artistic Director / Office Manager (Part-time)

Singers Marin is looking for just the right person to complete our team. That person will become the “right hand” of our artistic director and will work with all of our artistic and administrative staff.

Profile

You will . . .

- have command of your computer and be confident of your office skills
- have the ability to anticipate our AD's needs and prioritize tasks
- love the performing arts
- have a collaborative work style
- be a creative problem-solver
- be familiar with a nonprofit environment

Duties will include:

- becoming the information-hub of the office
- office management (maintaining supplies, filing, answering phones, etc.)
- light bookkeeping
- data-entry
- website update
- coordinating performance and social events

For more information and to apply for this position, **please email:**

Joan@singersmarin.org

We look forward to hearing from you!

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Joan Lazarus
Managing Director
Singers Marin