



LES
DÉLICES

DEBRA NAGY, DIRECTOR

www.lesdelices.org
P.O. Box 602187
Cleveland, OH 44102
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Position Opening: Marketing and Box Office Assistant

About the Organization

Les Délices (pronounced Lay day-lease) explores the dramatic potential and emotional resonance of long-forgotten music. French for *The Delights*, Les Délices is a period-instrument chamber ensemble with an established reputation for unique programs that are “thematically concise, richly expressive, and featuring composers few people have heard of” (New York Times). Founded in 2009, Les Délices presents eight to ten concerts per year on their local Cleveland series, presents a range of free community programming, tours nationally, and has produced three commercial CDs. Les Délices consistently receives exceptionally positive reviews. For more information, please visit www.lesdelices.org.

Position Overview

The Marketing and Box Office Assistant reports to the General Manager and is responsible for managing the organization’s ticket sales and related marketing efforts. This is a part-time, hourly position that will average approximately 8-10 hours per week for 45 weeks per year. The Marketing and Box Office Assistant generally works remotely and determines his/her own hours although he/she is required to attend various meetings in the office and other locations and to work at all Cleveland-area local concert performances. Some evening and weekend work is required. *The position is effective immediately.*

Position Responsibilities

- *Box Office* – Serves as liaison with the patron management service, manages box office at Cleveland area concerts. Maintains patron database information.
- *Marketing* – Maintains ticket purchasing database, coordinates print and radio advertising, coordinates distribution of season brochure, plans and implements all social media marketing strategies to leverage increased ticket sales and expand on-line presence.
- *Patron Support* – Provides general support for all patron communications including generating mailing lists, preparing and subscription and single ticket information, solicitation letters, and acknowledgment letters. Interacts with volunteers who assist at concerts.

Qualifications

- *Education*: Bachelor’s degree required.
- *Work experience*: Experience as administrative staff or other office background required. Experience with a nonprofit performing arts organization desirable.
- *Software proficiency*: Microsoft Office, Dropbox, Googledocs, social media applications required. Adobe InDesign, WordPress, Salesforce CRM or similar desirable.
- *Skills*: Facility for learning new software; strong written and oral communications skills; good interpersonal skills including the ability to interact professionally with patrons and volunteers.
- *Personal characteristics*: detail-oriented, efficient, and well-organized; willingness to take initiative; able to work independently and solve problems creatively; consistently meets deadlines. Positive attitude and flexibility essential.

To Apply, email cover letter and resume by March 9 to:
Carol Lee Iott, General Manager, at
cliott@lesdelices.org