



**Nir Kabaretti**, MUSIC AND ARTISTIC DIRECTOR  
**Gisèle Ben-Dor**, CONDUCTOR LAUREATE

**PATRON SERVICES ASSOCIATE**  
**3/12/2018**

The Santa Barbara Symphony is seeking to hire one full-time or two part-time Patron Services Associate.

Summary of Duties and Responsibilities:

- Main liaison and customer service representative between patrons and the Symphony.
- Assist patrons, resolve issues and answer questions regarding seating, subscriptions and tickets.
- Database entry, ticket/subscription, donation processing using Tessitura
- Execute annual subscription renewal campaign and ticket mailing
- Assisting with marketing initiatives and promotion of concerts and events
- Assisting with concerts, donor events and other special events

Requirements:

- 2+ years of experience at a nonprofit or performing arts organization
- Strong customer service background and phone skills
- Excellent written and verbal skills
- Strong attention to detail, highly organized and able to multitask and prioritize tasks
- Proficient with Microsoft Word, Excel, Outlook, PowerPoint and Google Docs and Calendar

Preferred:

- Tessitura database experience
- Some marketing/social media, fundraising or development experience
- Some experience with Adobe Creative Suite
- Some website content management experience and knowledge of HTML
- Classical music background

To apply, please submit a cover letter and resume to [jobs@thesymphony.org](mailto:jobs@thesymphony.org) no later than **March 31, 2018**, describing your interest, qualifications, and experience. Electronic submissions are preferred. No phone calls please.