



WASHINGTON BACH CONSORT

The Nation's Premier Baroque Chorus and Orchestra

J. REILLY LEWIS, MUSIC DIRECTOR

Patron Services Manager Washington Bach Consort Part-time Position

Position Summary

The Washington Bach Consort, the nation's premiere baroque orchestra, is seeking a part-time Patron Services Manager. Reporting to the Executive Director, the Patron Services Manager will lead the Consort's ticketing; support individual giving programs; and work closely with Consort's External Affairs Manager and Board of Directors. The ideal candidate will have not less than two years' experience in ticketing and/or development.

Responsibilities include:

- Process gifts including entering gifts into the database, preparing and mailing acknowledgement letters, and maintaining database and donor files.
- Day-to-day box office duties such as assisting subscribers and single ticket buyers with exchanges, directions, purchases, donations, and questions. The incumbent also leads the annual subscription campaign and handles complimentary ticket requests and group sales.
- Perform follow-up activities focusing on growing the donor base.
- Plan face-to-face meetings and events with donors.
- Support the Exec. Dir. and Board of Dir. in the coordination of major donor event solicitations.
- Manage direct mail, administer monthly giving program, assist with online appeals and stewardship mailings, and coordinate with staff.
- Coordinate online donation opportunities including website management.
- Provide support for ticket buyers and donors at all performances and fundraising events.

Qualification Requirements:

- BA degree required
- A minimum of two years relevant experience.
- The ideal candidate will have excellent writing skills, with careful attention to detail.
- Must be deadline-, detail-, and budget-oriented.
- Experience with TheaterManger and/or PatronManager software or similar ticketing / fundraising database management preferred.
- The ability to work well in a team environment, and to work on multiple projects simultaneously.
- A friendly phone manner and excellent computer and customer service skills are required.
- A background in classical music or performing arts organizations is helpful, but not required.

Hours: Three weekdays in the office per week, with attendance expected at occasional evening events and weekend performances. Salary is commensurate with experience.

How to apply:

Send a one-page summary of your professional experience laid out in three columns: Left-hand column- job title. Middle column – name of organization with one-line description if necessary, followed by the applicant's key accomplishments while in the job. Right-hand column- period of employment.

Applicants may also send cover letter, writing sample, and resume via email to jobs (at) bachconsort.org with "Patron Services Manager" as subject before February 2. No phone calls, please.

Beyond these responsibilities, this position offers a great opportunity to work across all areas of a fun, well-respected performing arts group, and learn about what makes a small arts nonprofit successful. The Bach Consort - now in its 37th season - is an Equal Opportunity Employer.