



Office Coordinator

Full-Time | Santa Fe, NM

The Santa Fe Symphony Orchestra & Chorus seeks a highly organized, **bilingual Office Coordinator** to work **on-site** in Santa Fe, NM, supporting our administrative, education, and community engagement efforts. This in-person role is ideal for a detail-oriented, proactive individual who thrives in a dynamic environment and is passionate about the arts, education, and community service.

About The Santa Fe Symphony

The Santa Fe Symphony Orchestra & Chorus is dedicated to enriching the Santa Fe community through inspiring musical performances and robust educational programs. We believe in making music accessible to all and fostering meaningful connections in our community.

Key Responsibilities

Administrative & Office Management

- Serve as the first point of contact by answering phone calls, emails, greeting visitors, and providing support in both English and Spanish.
- Maintain an organized, family-friendly office and rehearsal space.
- Maintain an accurate digital calendar of all classes and education events, updating with changes from ensemble directors.
- Manage ordering of office supplies.
- Schedule and set up Zoom meetings for staff and committee discussions.
- Support the Patron Services Manager with coordinating volunteers and gathering content for newsletters and marketing.

Family & Student Services

- Serve as a primary liaison for families and students, ensuring inclusive and welcoming communication.
- Provide Spanish translation for all materials and support in-person and phone interactions.
- Manage student registration, instrument rentals, financial aid applications, and audition scheduling.

- Maintain class rosters and attendance records.

Event Coordination

- Assist with the coordination of education and community concerts.
- Oversee event volunteer recruitment, communication, and on-site coordination.
- Maintain relationships with local businesses for advertising and in-kind donations.
- Design and coordinate concert programs, including compiling content, formatting, and ensuring timely production for events.

Marketing & Communications

- Gather student and community stories for newsletters and promotional materials.

Ideal Candidate Qualifications

- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Bilingual (English & Spanish) with excellent verbal and written communication skills.
- Experience working with diverse families and students in an educational or nonprofit setting.
- Proficiency in Microsoft Office, Google Suite, and basic website editing (WordPress experience a plus).
- QuickBooks experience is a plus but not required.
- Positive, team-oriented attitude with a commitment to community engagement.

Compensation & Benefits

- Competitive salary based on experience.
- Health and wellness benefits.
- A vibrant and supportive work environment surrounded by music and the arts.

This is a full-time, in-person position requiring **40 hours per week**, Monday–Friday, **9:00 AM to 5:00 PM**. Occasional evenings and weekends may be required for events, with **comp time provided** for hours worked outside the regular schedule.

Employment is contingent upon the successful completion of a background check.

How to Apply

Interested candidates should submit a **resume** and a **brief cover letter** outlining their qualifications and interest in the role to **ckent@santafesymphony.org**. Applications will be reviewed on a rolling basis until the position is filled.

Join us in making music accessible and meaningful to the Santa Fe community!