

Data Manager

Strings Music Festival

Position

Strings seeks a Data Manager. 25-40 hours per week, based on candidate's preference. \$16+ per hour based on experience and qualifications. Strings offers a competitive benefits package for full-time employees.

Roles & Responsibilities

1. Operate all aspects of PatronManager software for ticket sales, CRM, and gift records.
2. Build all events and reports in PatronManager.
3. Manage all direct mailings, including list segmentation, bulk and post office mailing info, etc.
4. Account for daily ticket and merchandise sales.
5. Report sales numbers to artist management.
6. Create, edit, and update information on Strings website, including event information.
7. Act as IT liaison with third-party company, as well as basic office IT duties.
8. Maintain attendance records.
9. Perform additional duties as assigned.

Experience & Qualifications

Required:

- Associate's degree or higher from an accredited university or college.
- 1-3 years of applicable database experience, or a combination of related education and experience.
- Strong organizational, analytical, and communication skills.
- Ability to work evenings and weekends, especially during the summer festival season.
- Ability and desire to work in a small team environment.

Preferred:

- Experience with PatronManager or Salesforce.
- An appreciation and knowledge of music.

How to Apply

Please send cover letter, resume, and two references to Elissa Greene at jobs@stringsmusicfestival.com. No phone calls please. Strings Music Festival is an Equal Opportunity Employer.

Organization

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The summer festival includes a genre-spanning lineup featuring classical musicians from the nation's top orchestras and chart-topping popular contemporary artists, all of whom perform in an intimate, 570-seat Pavilion nestled at the base of Steamboat's mountains. Outside of our venue, we serve the community with a variety of free programs and an in-school education program called Strings School Days. In 2018, Strings Music Festival hosted 151 programs and performances, reached over 26,000 audience members, and provided 56% of events at no cost. The festival's current annual budget is \$2.5 million.