**Oregon Bach Festival**

*“One of the world's leading music festivals” —* ***Wall Street Journal***

**June 29 – July 14, 2018**

DONOR RELATIONS SEASONAL STAFF

Reports to: Development Program Assistant

Positions: 1-2

Dates: May 30 – July 14, 2018 (Start/end dates and weekly schedule are flexible)

**BACKGROUND ON ORGANIZATION**

The Oregon Bach Festival, a program of the University of Oregon, is a Grammy-winning music festival that takes place over three weeks in late June and early July. It attracts a total audience of nearly 20,000 for a schedule of nearly 40 concerts and community events. OBF fills 14 refreshing summer days with choral-orchestral masterworks, guest artists, chamber music, social events, and innovative educational programs.

**POSITION DESCRIPTION**

This position will support the efforts of the development department before, during, and after the Festival. Duties include coordinating corporate and individual donor benefit fulfillment, assisting with the execution of small receptions and major events, and interacting with donors in person at Festival events or by phone. Position requires excellent oral and written communication skills with the ability to communicate with diverse populations.

The ideal candidate is a self-motivated problem-solver who can handle pressure and work independently in a responsible manner. This person will get an intimate glimpse of real-life non-profit donor relations, both the glamorous and mundane. But most importantly, he or she will be an active member of the team that coordinates a major international music festival.

**Requirements**

* Experience in customer service or event management
* Valid driver’s license; access to a car; willingness to attain university van driver’s certification
* Advanced organizational skills
* Computer proficiency (MS Office)
* Occasional lifting of heavy objects or moving of furniture, as able, for event set-up
* Must be able to work nights and weekends including July 1
* The ability to work cooperatively with a diverse group of individuals in an extraordinarily fast-paced environment – a must!

Compensation

This is a paid position starting at $11/hour, including free and discounted tickets for Festival performances.

To apply or learn more, contact Barbi McLain, Associate Director of Development/Corporate, Foundation, and Donor Relations, at bmclain@uoregon.edu or

(541) 346-0908.