



Brian Garman

William E. Briggs Artistic Director and Co-founder

Martin Mansfield

President and CEO

Jonathon Loy

Director of Production and Co-founder

Administrative Assistant

Reports to: CEO, Director of Finance & Individual Giving

Hours: 20 - 30 hours per week

Status: Part-time, Non-exempt

Salary: \$20–25/hour

The Administrative Assistant provides administrative support to BOF staff across individual giving, finance, organizational operations, and seasonal company management. This entry-level position offers an opportunity to gain experience in nonprofit administration, fundraising, financial administration, and performing arts operations. The ideal candidate is organized, detail-oriented, dependable, professional, and eager to learn. The ability to manage multiple priorities, maintain confidentiality, communicate effectively, and seek guidance when needed is essential.

To apply, please submit a resume, cover letter, and three references to employment@berkshireoperafestival.org. No phone calls, please.

Key Responsibilities:

Individual Giving & Development

- Provide administrative support for individual giving, fundraising campaigns, donor communications, and events.
- Monitor Development and Events email and phone lines, responding to routine inquiries and directing messages as appropriate.
- Maintain accurate donor records and enter gifts, pledges, payments, and constituent information into BOF's donor database.
- Process donations and generate donor acknowledgment letters and tax receipts.
- Maintain mailing lists and prepare donor listings for publications, programs, newsletters, and other communications.
- Assist with donor stewardship, event invitations, RSVPs, correspondence, and fundraising events, including auctions and special initiatives.

Finance & Administration

- Support the Director of Finance & Individual Giving with routine financial and administrative tasks.
- Enter and organize financial information and prepare invoices, receipts, reimbursements, and other documentation.
- Support routine office operations, including supplies, equipment, subscriptions, and other administrative needs.
- Create, update, and deactivate user accounts and logins for organizational systems, including phone, email, Microsoft, and other platforms.

Company Management

- Provide administrative and logistical support to out-of-town artists and seasonal company members before and during the festival.
- Distribute, collect, and organize artist and employee onboarding materials, including HR and payroll forms, welcome packets, and department materials.
- Assist with coordinating and tracking artist travel and housing arrangements and provide updates to the CEO, Director of Finance & Individual Giving, and Artistic Director.
- Process artist travel and housing reimbursements and maintain related records and documentation.