



Buffalo Philharmonic Orchestra/Kleinhans Music Hall
Current Job Opening Briefs
August 26, 2021

BPO Operations Department Assistant

This position assists with the coordination of guest artist logistics, concert production such as securing props, preparing dressing rooms, concert duty, and managing recording sessions, as well as general clerical support for the entire operations team (filing, invoicing, contract tracking).

BPO Finance Assistant

This position will provide a range of administrative and support functions to the Finance Department and facility operations of the 786 Delaware office location; including, but not limited to journal entries, reconciliations, payables, billings and receivables, and property.

BPO Special Event Coordinator

This position manages all aspects of special events for the BPO, including the Opening Night Gala, Donor Appreciation Concert, Pops Party, fundraising and cultivation events, corporate receptions, the Recording Arts Society and other events. Additionally, they will coordinate the invitation design process, manages RSVP's, and provides general assistance within department. Attendance at events (nights and weekends) is required.

BPO Development Assistant

This position is responsible for all development data entry, prepares bank deposits, and reconciles gifts on a daily basis, provides general administrative support (phones, email, mail) for the department and oversees department mailings and social media efforts, issues acknowledgement letters, manages the development portion of the website and program book, and provides assistance at events when necessary.

BPO Marketing Assistant

This position will include coordinating the marketing project calendar (Asana); assisting with the proofing and editing process on multiple communications; assisting with social media and public relations projects; assisting with invoicing and department credit card reconciliation; organizing photo and video files; outreach to community partners; and other duties as assigned, both in-office and during concert hours.

Kleinhans Building Services Coordinator

The position assists KMH administration by maintaining and updating the calendar of events and activities; creating and distributing monthly personnel schedules; providing general office support (phones, email, mail); facilitating contracts and communication with clients and potential clients; attending events as necessary.

Equal Employment Opportunity Policy

The BPO/Kleinhans provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.

Positions are 25 hours per week; \$16.50 per hour

Submit resume and cover letter to resume@bpo.org or via mail to: BPO Jobs, 786 Delaware Avenue, Buffalo, NY 14209; no phone calls please. Full Job Descriptions will be available soon at www.BPO.ORG; check back soon.