



Job Title: Office Manager & Patron Services Coordinator

Organization: Chamber Music Society of Palm Beach

Location: Palm Beach, Florida

Job Type: Full-Time | Salaried | Benefits Eligible

Apply By: August 15, 2025

About Us

The **Chamber Music Society of Palm Beach** (CMSPB) is a dynamic and growing performing arts organization committed to presenting extraordinary chamber music performances, fostering music education, and enriching the cultural life of our community. Our mission is to bring transformative musical experiences to audiences of all ages through concerts, outreach, and education programs.

Entering its 13th season and now under the artistic leadership of Arnaud Sussman, CMSPB presents concerts at venues across the Palm Beach area with a partner site at Boscobel Chamber Music Festival in Garrison, New York. Additionally, CMSPB reaches nearly 1,000 students and young musicians each season through educational activities across South Florida and beyond.

Position Overview

The **Office Manager & Patron Services Coordinator** is a key administrative role that supports the daily operations of CMSPB. The ideal candidate will be an enthusiastic, organized self-starter who excels in ensuring smooth day-to-day operations and delivering exceptional service to our patrons, donors, and guests. This multi-faceted role combines internal organizational support with outward-facing engagement, requiring strong communication and problem-solving skills, attention to detail, and a passion for the performing arts.

Key Responsibilities

Office Management

- Oversee day-to-day administrative and operational aspects of CMSPB
- Maintain office supplies, vendor relationships, licenses and IT needs
- Serve as primary liaison to office building administration and facility staff
- Assist in HR tasks including maintaining personnel records and benefits files

- Coordinate schedules, meetings, and logistics for Executive Director and board leadership
- Maintain and organize digital and physical filing systems institution wide
- Support Executive Director with administrative tasks as needed

Patron Services Support

- In support of Patron Services Manager, assist in processing ticket orders, exchanges, and donations
- Assist in managing ticketing and CRM platforms
- Assist in front-of-house operations during concerts and special events
- Review weekly ticketing and donation reports and reconcile all cash, check and credit card transactions with accounting system

Qualifications

- Bachelor's degree or equivalent professional experience
- Minimum 2 years of administrative or customer service experience (arts or nonprofit sector preferred)
- Proficiency with office software (Microsoft Office, Google Workspace) and CRM systems. Ticketing software experience a plus
- Ability to work independently and is passionate about problem solving
- Strong organizational skills and attention to detail
- Ability to work evenings and weekends for concerts and events (especially during the performance season)

Work Location

Duties of this position require that successful candidate reside in or relocate to the Palm Beach area.

Compensation & Benefits

- Competitive salary with a salary range of \$50,000-\$55,000
- Health benefits and paid time off

To Apply

Please submit a resume and cover letter outlining your interest and qualifications to careers@cmspb.org with the subject line: **Office Manager & Patron Services Coordinator Application – [Your Name]**.

Applications will be reviewed on a rolling basis until the position is filled.

The Chamber Music Society of Palm Beach is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and patrons.