



PART-TIME OFFICE SERVICES COORDINATOR

The Dallas Symphony Orchestra has a great opportunity for an organized professional to facilitate the daily operations of the DSO administrative offices and the Morton H. Meyerson Symphony Center. This individual will provide general assistance with the office facility functions as a Part-Time Office Services Coordinator.

The Office Services Coordinator will generally work a schedule of 8:30 AM to 1:30 PM, Monday through Thursday; some flexibility may be considered.

Duties include (but are not limited to):

- Making daily coffee
- Stocking office, bathroom, and kitchen supplies
- Ordering supplies as requested as well as maintaining general inventory
- Observing and reporting any maintenance issues or problem areas in the facility to their Department Head.
- Cleaning all surfaces in the kitchen and copy areas and stock copiers at least once per day
- Managing incoming and outgoing mail
- Assisting with staff meetings and staff events
- Overseeing other facilities projects as needed

The qualified candidate will have 3 years of office services or other relevant experience; familiarity with coordinating various vendors and supply pricing; excellent organizational and communication skills; demonstrated ability to prioritize and manage multiple assignments; and the ability to lift at least 50 pounds.

The Dallas Symphony provides free parking and tickets when available. Please submit a cover letter and resume to recruiter2@dalsym.com. No phone calls, please.

COVID vaccination is mandated for all DSO employees, including a booster dose. Proof of vaccination will be required upon hiring. Valid exemptions are given in accordance with the law.

The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

EOE- Equal Opportunity Employer