



Data Entry Professional

Charlotte Symphony Orchestra (CSO) is seeking a professional with data entry experience to fill a temporary, part-time position.

About the Charlotte Symphony

Led by internationally renowned Music Director, Christopher Warren-Green, the Charlotte Symphony Orchestra is the largest performing arts organization in the region. Core programming runs from September through May and includes Classical, Pops, and Family series alongside holiday favorites, Magic of Christmas and Handel's *Messiah*. The CSO also serves as the soundtrack for the community's ballet and opera productions. As part of the CSO's commitment to service the entire region, the CSO performs everywhere from parks and schools to senior centers and breweries. The CSO passionately believes that music, accessible to all and experienced in many forms, unifies and enriches our entire community. Project Harmony, the CSO's program for enacting social change through music, serves nearly 200 children, with the fewest resources and greatest need, through a free afterschool orchestra training program. This program will grow to serve more than 500 children by 2020.

The Position

Reporting to the Director of Finance, the Data Entry professional is responsible for entering information into a database from paper documents to update and maintain the database. Specific responsibilities include entering donor and donation information into the database, running and processing donation acknowledgement letters, adding media to current records, coding records, and running reports. The ability to maintain confidentiality to ensure donor and organization confidence is mandatory. This position is located in the CSO office and will be for approximately 10-15 hours per week.

Candidate Profile

The ideal candidate will have proven experience with data entry and analysis. Strong typing skills, attention to detail, thoroughness, and organizational skills are also required for this position. Experience with Raiser's Edge in a non-profit setting is highly preferred.

Compensation

The compensation for this position is \$15/hour.

To apply

To be considered, interested candidates should send a resume and cover letter to bvan@charlottesymphony.org using the subject line "Data Entry professional." Applications will be accepted by email only. No phone calls, please.