

**Position Title:** Organ Institute Liaison

**Supervisor:** Holly Roberts, Associate Director of Programming

**Hours per week:** Part-time hrs/week varies, April 28-July 15; 40hrs/week onsite, July 5-July 13

**Compensation:** \$20.37-\$22.17/hr

**Position Summary:** Organ Institute Liaison serves as liaison between the OBF Organ Institute participants and auditors, and the administrative staff to ensure the proper activities of the Institute, and to communicate participants' and auditors' needs.

**Job Duties:**

- Assist Associate Director of Programming in arranging class content for individual program sessions, including recruiting guest speakers from the PNW organ community, arranging topics, etc.
- Assist Associate Director of Programming in organizing events and creating the schedule for the program's annual Organ Crawl, including coordinating class visits to various locations in Portland, and working with OBF operations to ensure transportation of other necessary logistics.
- Contact the staff at local churches used as practice venues to establish schedules
- Arrange logistics for access to churches and provide access to participants on a daily basis
- Work with participants to develop rehearsal schedule and ensure they know locations and times
- Assist program director with all his needs during class and in preparation
- Attend all classes and functions as the OBF representative
- Disseminate information and handouts to participants and auditors
- Assist class members with their various needs or emergencies and serve as liaison for the class members' needs with OBF staff

**Qualifications:**

- A minimum of 2 years of arts administration experience or a combination of relevant education, training, and experience
- Strong familiarity with the Pacific Northwest organ community
- A commitment to a diverse and inclusive work environment
- Excellent communication skills, written and oral
- Keen attention to detail and the ability to maintain comprehensive documentation
- the ability to work well in a fast-paced environment; adapting to changing situations while remaining focused