



Title: Admissions Assistant
Reports to: Director of Admissions & Scholarship
Status: Part-time (20 to 30 hours/week), non-exempt, hourly, no benefits
Available: July 2016

Organizational Overview:

Based in Boston, From the Top is America's largest national platform dedicated to celebrating the stories, talents, and character of classically-trained young musicians. Through live events, NPR and YouTube broadcasts, scholarships, and leadership programs, we empower these extraordinary young people to engage and inspire music lovers of all ages.

Summary:

From the Top seeks a part-time, highly organized, and detail-oriented professional to coordinate the Admissions & Scholarship department's application system, assist with recruitment and booking of talented young musicians, and provide administrative support to the Admissions & Scholarship department.

Key Responsibilities:

The Admissions Assistant will perform the following duties:

Admissions/online application

- Maintain correspondence with all applicants via phone and email
- Send decision letters and, in conjunction with Music Producer, ensure all applicants receive decisions in a timely manner
- Provide basic tech support for online application system, FluidReview; assist applicants and staff with using FluidReview; generate reports using reporting system; keep application up-to-date and make changes to the application as needed
- Maintain Admissions archive on From the Top's servers – archive and download all applications from FluidReview after decision letters are sent

Recruitment & Booking

- Assist Director of Admissions & Scholarship in maintaining and growing relationships with recruitment contacts and partners
- Lead targeted local recruitment efforts for individual radio shows
- Organize and attend live auditions and other recruitment events as needed
- Participate in booking meetings; make booking calls and maintain correspondence with Young Artists leading up to and following their performance
- Update finalist lists and coordinate pre-interviews of young musicians
- Conduct pre-interviews as needed

Database Management

- Act as primary point person for the coordination of the Admissions & Scholarship department's databases and reporting needs
- Enter and maintain talent information in database system; prepare reports as needed

Other Support

- Assist Admissions team with administrative activities including but not limited to supply orders, coordinating staff calendars, etc.
- Assist with front office tasks as needed
- Some travel required
- Other duties as assigned

Qualifications:

- Bachelor's degree and administrative experience strongly preferred
- Must be able to work in an extremely fast-paced, deadline-oriented environment, have excellent time management and organizational skills, and multi-task effectively
- Excellent interpersonal skills; a strong written and oral communicator preferred
- Able to work both independently and collaboratively; ability to work and collaborate with families, vendors, and staff at all levels of the organization
- Familiarity with classical music is highly desirable
- Excellent computer skills and experience with databases preferred
- An appreciation for working with young people is required
- Valid driver's license and willingness to drive preferred
- Available to travel out and around town as needed
- Ability to lift and carry equipment and boxes weighing up to 30 lbs.
- Must complete criminal history and identity check screenings

Salary and Benefits: This is a part-time, non-exempt, hourly, position without benefits.

To Apply: Please send resume and cover letter to jobs@fromthetop.org. No phone calls, please.

***From the Top, Inc.** is an equal employment opportunity employer.*