

**Database Administrator Intern
Thunder Bay Symphony Orchestra
Full-time, Paid Internship**

Start date: April 23, 2018

The Thunder Bay Symphony Orchestra (TBSO) is the only professional orchestra between Toronto and Winnipeg and currently includes 30 full-time musicians. Formed in 1960, it serves the entire Northwestern Ontario region by providing world-class classical music performances and education programs, and strives to be the best regional orchestra in Canada.

The TBSO is hiring a Database Administrator Intern. This is a one-year internship with a possibility of permanent, full-time employment. By managing Sumac, the TBSO's database, you will play an integral role in achieving the TBSO's goal of creating meaningful relationships with its concert-goers and supporters. A properly maintained database is a key component to building the TBSO's capacity and programming.

The Thunder Bay Symphony Orchestra is an equal opportunity employer and encourages applications from women, indigenous persons, members of visible minority groups and persons with disabilities.

Database Administration (50% of time):

- Clean existing data of inconsistencies, duplicates, etc.
- Enter new donor & donation data as it is received
- Create reports & pull data on a regular basis to track campaign progress, ticketing information, etc.
- Respond to ad hoc report requests
- Create templates for thank you letters
- Assist with preparation and mail-out of tax receipts
- Respond to donor information requests
- Contact monthly donors for updated payment information prior to expiration
- Prepare donor lists for annual Curtain Call publication, as well as concert programs
- Prepare mailing lists for annual fund appeals

Policy & Procedure Manual (20% of time):

In consultation with the Executive Director & Director of Development:

- develop data entry standards, procedures & best practice guidelines to maintain the integrity of the data, instructions on how to pull reports and provide tax receipts, etc.
- ensure staff and volunteers are aware of each policy/procedure as it relates to their role
- maintain/update the manual as needed

Information Management (10% of time):

- Manage donor surveys, compile responses & analyze results

Other duties (20% of time)

- As assigned and required

A recent graduate in the areas of Nonprofit or Fundraising Management, Computer Sciences, Computer Programming, Library Sciences or Records Information Management, Project Management, Office Administration or similar background is sought for this position.

Successful candidates will have:

- A post-secondary degree or diploma from the above list of preferred programs
- Experience with, and an understanding of, databases and how they function
- Meticulous attention to detail
- Excellent organization, planning and time-management skills with the ability to work in a fast-paced team environment
- Outstanding communication skills, with the ability to convey thoughts in a clear and concise manner
- Solid experience using Excel
- Experience with Mailchimp and social media platforms such as Facebook, Instagram, etc.
- Availability to occasionally work at TBSO performances, usually held during the evenings
- Experience with Sumac CRM is a definite asset

Conditions:

- Applicant must be a university or college graduate who has graduated within the last three years from an accredited post-secondary institution.
- Applicant must be a graduate of a post-secondary degree or diploma program.
- Must be the first employment in the applicant's field of study.
- Applicant must not have been funded by the NOHFC internship program at any other time.
- Applicant must be legally entitled to work in Canada.

This opportunity is made possible by NOHFC: www.nohfc.com

Applications must be submitted before midnight, Friday, April 6, 2018. Please **email** directly to **TBSO: development@tbsoc.ca** or **drop off your resume in person**. We are located in Sibley Hall Residence, Confederation College, 960 William St., Thunder Bay.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:

