

American Theatre Organ Society Membership Secretary

Job Description

The American Theatre Organ Society (ATOS) is a 501.c.3 national preservation organization serving the theatre organ community. It has approximately 3300 members and approximately 70 chapters.

ATOS is seeking a Membership Secretary. This is a part-time position and requires a person who will be diligent in keeping accurate membership records in a timely manner. This is a contract position with a term of one (1) year and may be renewed.

Responsibilities

- Maintain membership data
- Process/record new and renewal memberships using Microsoft's Access Database.
- Prepare Excel file of names and addresses for the mailing of the Journal.
- Maintain donor data base and send thank you letters to donors.
- Prepare and send renewal notices.
- Prepare special membership lists as requested by the Board or by a Chapter Chairman.
- Prepare and mail annual Board of Directors' election materials
- Prepare concert information for ASCAP reports
- Perform functions in accordance with the Calendar of Activities and Events

Desired Skills and Experience

- Good working knowledge of Microsoft Office - particularly Access, Excel, and Word.

Chain of Command

The Membership Secretary will be a staff member who will work under the direction and supervision of the President/CEO and at the pleasure of the Board of Directors.

The Membership Secretary will maintain an office in his home. ATOS will provide:

- Laptop Computer (Windows)
- Printer
- Postage machine
- Internet Access

Application Procedure

This is a contracted part-time position. Salary is \$12K. To apply submit cover letter and résumé by June 1, 2012, to Ken Double, President/CEO American Theatre Organ Society <k.double@atos.org>, mail to Ken Double, 1615 Defoors Walk NW, Atlanta, GA 30318-3005, phone 404.790.5400,

ATOS Mission Statement

- To preserve, protect, promote and present a truly American musical invention, the theatre pipe organ and its musical art form, worldwide;
- To ensure that the few remaining instruments are played whenever possible to provide entertainment to the public as a solo instrument or part of an ensemble, and to accompany silent films.
- To encourage industry-accepted restoration, maintenance methods and techniques to ensure performance ability for future generations;
- To assist local chapters and our members by providing coordinated support in education, concert promotion and marketing to further our mission.