San Luis Obispo Symphony
Office Manager Position
July 2008

Hourly wage	$13
Hours per week	40 with occasional overtime
M-F	8:00AM to 5:00PM (one hour for lunch)- except special meeting days
In addition	2nd Wednesday evening of each month for Board meeting in Morro Bay 3rd Wednesday morning of each month 7AM for Music Education Committee off site Labor Day Weekend All Series Concerts Saturday rehearsal 12:00-2:30 and eve 6:15-11ish All Chamber Concerts Sundays 1:00 – 5:00 Other concerts and events as needed
Driver's License and Auto	Must possess valid driver's license and reliable transportation
Health	Must be able to lift 35 pounds
Health Insurance:	80% paid after 60 days from the first of the month following date of hire. (Eg first day on job June 4. Eligible for insurance September 1st.) 100% paid after two years.

Paid Holidays	Nine:	New Year's Day	Labor Day	Memorial Day
		Independence Day	Christmas Day	Thanksgiving Day
		3 floating holidays		

	Non-exempt	
Vacation	Six months Completed:	5 days
	One year completed:	10 days
	Two Years Completed	10 days
	Three Years Completed	12 days
	Five Years Completed	15 days