



Job Title: Office Volunteer

Job Location: Administrative Offices at 1345 Main St. Sarasota, FL 34236

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

Purpose of Position

To help the Development Department exceed in their goals and raise millions, we need warriors who will tackle our filing system! We are required to keep all donor files in perpetuity, which means there is an ongoing battle to stay organized. However, we have recently come up with a beautifully, brand new system of filing and we are very proud and excited to work on! As in any battlefield, to successfully pull this off, we not only have to be organized but be able to assure donors that their information is kept safe and secure. If the willingness to charge forth and conquer is your strength, this is the perfect job for you!

Responsibilities and Duties

- File donor paperwork and back-up information into appropriate file storage areas.
- Work on updating files into newly created filing system.

Qualifications

Previous filing experience is helpful. The ability to carry files and walk between filing areas is essential.

Commitment Expected

A commitment of a regular weekly schedule would be terrific, so we know when data will be updated. The hours vary depending on the amount of data to refresh but an average of 3 hours a week would be ideal. This position will be ongoing for each season.

Training

We will show you everything you need to know and discuss our record retention policy with you. If you are interested in being considered for this volunteer position, please complete and submit a **volunteer application** to the Sarasota Opera Office.