



**The Finance Department** includes Accounting, Payroll, Human Resources, Information Technology, Office Management, and other support functions for the organization. All volunteers for this department require high confidentiality requirements.

#### **Archiving Volunteer**

The Archivist Volunteer will help manage the process of organizing, boxing, labeling, logging, and submitting records to storage for all departments. Logs of archived records need to be reviewed to identify and report which boxes, in accordance to company retention policy, are ready for destruction. Volunteer to be detail oriented, have strong organizational skills, and able to lift 40 lbs. Hours are flexible, will vary as needed, and the need is long term.

#### **Musician File Maintenance Volunteer**

Human Resources is looking for assistance building and updating our musician employment files. Volunteer(s) would build and maintain employee files, file intermittent records, review files for completeness, and communicate issues to personnel manager. Follow up on all open requests with personnel manager. Duration is ongoing "as needed" 2-10 hours per month. Volunteers should be detailed oriented with strong organizational skills.

#### **IT Network Administrator Volunteer**

A highly skilled experienced Network Administrator volunteer is needed to overhaul our company network drives. Will include auditing and indexing drives, working with department "owners" to coordinate current and future needs, redesigning drive organization, and archiving information. Ongoing long term need, hours negotiable.

#### **Symphony Shop, Opera Focus, and Guest Artist CD Sales Support Volunteer**

Volunteers of the Pacific Symphony League operate a merchandise store for the Symphony at performances. The Finance Department supports the League's operations. Volunteer will deliver and collect iPads used for sales at each event ensuring equipment is fully charged and ready for use. Volunteer will also pickup daily cash drops and deliver to Corporate office. Hours and days will vary. Symphony shop typically operates 3<sup>rd</sup> shift hours. Volunteer will need a valid CA drivers license and vehicle.

#### **Office Hospitality Volunteer**

A general office hospitality volunteer is desired to assist with daily office functions organizing activities for company functions including: meeting setup & breakdown, decorating office for the holidays, restocking office machines, and ordering office supplies. Detailed oriented and organizational skills preferred. Pleasant demeanor and flexible availability schedule required.

#### **New Hire Orientation Volunteer**

Our Human Resources team is looking for persons to aid with new hire orientations. Volunteers will help our new staff members get settled in by providing office equipment training (postage, copier, folder), answer questions regarding employee benefits, ensure all "on boarding" documents are completed, and assist with annual benefits renewal.

#### **Data Services Support Volunteer**

PSO Data Services is responsible for the integration of multiple sources of data. We are seeking a detail oriented, reliable volunteer with strong Excel skills to assist with the movement of data into a central data store. The time commitment would be 2-4 hours a week on a scheduled, ongoing basis.

#### **Digital Marketing Professional Volunteer**

PSO currently utilizes a web site and various digital tools for marketing to existing and potential patrons. We are seeking a professional volunteer with demonstrably strong skills in digital marketing to perform an assessment of our current environment and to prepare a roadmap for the future.